

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Meeting Agenda  
Tuesday, November 12, 2024  
5:30 PM, Conference Room**

Introductory Business (5 minutes)

1. Call to Order
2. Adoption of the Agenda

Regular Business (10 minutes)

3. Consent Calendar
  - a) Adoption of October 8, 2024 Minutes +
  - b) Acknowledgement of Bills Paid in October+
  - c) October 2024 Budget Status Report +

Informational/Discussion (20 minutes)

4. Trustee & Council Liaison Information Sharing I+
5. Board Self-Assessment Survey D+

Decisional (10 minutes)

6. 2025 Library Holidays/Closing Dates A+
7. 2025 Board Meeting Date Changes A+

Reports (10 minutes)

8. Director and Other Staff Reports +
9. Board Committee Reports +
  - a. Executive
  - b. Facilities
  - c. Finance
  - d. Library Advocacy Task Force
10. Foundation and Friends Report +

11. Public Commentary

*For in-person commentary, please refer to the [Public Comment Policy](#) for rules and procedures, including time limits.*

12. Trustee Check-in/Topics for Future Discussion

13. Adjournment

A

If you are unable to attend this meeting, please leave a message for Mark at 651.430.8753 before 5 PM on Monday, November 11, 2024.

A=Action Item I=Information Item D=Discussion Item +=Document in Packet \*=Document to be Distributed Later  
#=Document Distributed Previously Attachments: 2024 Calendar, 2024 Roster

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
Margaret Rivers A  
Tuesday, October 8, 2024**

**Minutes**

**PRESENT:** Burns, Ellison, Hansen, Hemer, Lockyear, O'Brien, Panciera, Simon, Weigman, Council Liaison Collins

**ABSENT:** None

**STAFF:** Goeltl, Troendle

**AGENDA ITEM 1: Call to Order**

Lockyear called meeting to order at 5:30 PM.

**AGENDA ITEM 2: Adoption of Agenda**

*Motion to adopt agenda. Burns moved. Ellison second. Yes: Burns, Ellison, Hansen, Hemer, Lockyear, O'Brien, Panciera, Simon, Weigman; No: None.*

**AGENDA ITEM 3: Consent Calendar**

*Motion to adopt consent calendar. Hemer moved. Simon second. Yes: Burns, Ellison, Hansen, Hemer, Lockyear, O'Brien, Panciera, Simon, Weigman; No: None.*

**AGENDA ITEM 4: Trustee & Council Liaison Information Sharing**

Hemer reported on her visits to other libraries during the summer. In July, she visited Trinity College Library, the Book of Kells, and a branch library in Dublin, Ireland. Dublin is a UNESCO City of Literature. In early September, she visited Halifax and tried to go to the library. The library was closed because staff were on strike; the strike has now been settled. In the fall, Hemer visited Boston Public Library, and pictures from the visit are included in the board packet.

Collins reported that the 2025 budget was passed, and the library received what was requested. He encouraged another library presentation to the Council in August 2025. The levy for the city was set at a 7.8% increase. The library received a 5.7% increase.

**AGENDA ITEM 5: Interview and Nominating Committee Assignments, Board Vacancies**

The deadline for the trustee applications is November 12. A notice will go in the Gazette on Friday. So far, one new application has been received. More applicants are needed. Lockyear encouraged trustees to post or distribute flyers around town. Information has also been posted on the library's social media accounts, in the e-newsletter, the ShelfLife insert in the city's printed newsletter, and in-library posters.

**AGENDA ITEM 6: Director Evaluation Summary**

On behalf of the board, Lockyear congratulated Troendle on another year of excellent performance. She thanked him for his dedication and leadership. Troendle thanked trustees for their leadership and efficient functioning.

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**AGENDA ITEM 7: Board Self-Assessment Survey**

On Wednesday, trustees will receive a link to the Survey Monkey site to take the board survey. Surveys should be completed by Tuesday, October 29.

**AGENDA ITEM 8: Naming Rights and Donor Recognition Policy**

Troendle directed trustees to the policy in the packet, which has been reviewed and refined by the trustees and the Foundation.

*Motion to approve policy as presented in the packet. Ellison moved. O'Brien second. Yes: Burns, Ellison, Hansen, Hemer, Lockyear, O'Brien, Panciera, Simon, Weigman; No: None.*

**AGENDA ITEM 9: Director and Other Staff Reports**

Troendle reported that last month he gave a tour to Saige Kroells, the city's new HR Manager. Yesterday, the library received Stillwater area history spot decals to put on the sidewalks. One will go on 4<sup>th</sup> Street side this fall and on the 3<sup>rd</sup> Street side this spring. Pedestrians and visitors can scan the QR code and learn more about library.

**AGENDA ITEM 10: Board Committee Reports**

- a) Executive Committee: Met yesterday; minutes will be in next month's packet. Discussed trustee recruitment and terrace enhancement project (which will go to Facilities Committee and be driven by staff input and ideas). Next meeting on November 4. In November, board will need to discuss August and November meeting dates.
  - August 12 falls on a primary. Options are August 4 or 11, with potentially not meeting in August if in July it was determined that no action was needed. For an August meeting, it is possible that August 4 would be the practice run for the city council presentation on August 6. August 5 is Night to Unite.
  - November 11 is Veterans Day. Options are November 12 or November 13.
- b) Facilities Committee: Report in packet.
- c) Finance Committee: Did not meet.
- d) Library Advocacy: Did not meet.

**AGENDA ITEM 11: Foundation & Friends Report**

October is round up for Friends of the Stillwater Public Library at River Market Co-op.

**AGENDA ITEM 12: Public Commentary**

None.

**AGENDA ITEM 13: Trustee Check-in/Topics for Future Discussion**

None.

**AGENDA ITEM 14: Adjournment**

**STILLWATER PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
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Tuesday, October 8, 2024**

**Minutes**

*Motion to adjourn meeting. Simon moved. Hansen second. Yes: Burns, Ellison, Hansen, Hemer, Lockyear, O'Brien, Panciera, Simon, Weigman; No: None.*

Meeting adjourned at 5:58 PM.

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION:				
Acknowledgment of Bills Paid in October 2024				
OWNER: Goeltl, Business & Communications Manager		PRESENTER: Troendle, Director		
REQUESTED AGENDA TYPE (A, I, D): A		IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?		
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: Approval of October 2024 bills paid				
BACKGROUND/CONTEXT: Following is a bill report summary for the month of October:				
<b>October 2024 (2024 Fiscal Year)</b>				
	<i>City</i>	<i>Foundation</i>	<i>Other Supplemental</i>	<i>Total</i>
<b>Operating Expenditures</b>	\$ 15,000.57	\$ 31,217.95	\$ 6,541.22	\$ 52,759.74
<b>Capital Expenditures*</b>	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 15,000.57</b>	<b>\$ 31,217.95</b>	<b>\$ 6,541.22</b>	<b>\$ 52,759.74</b>
<p>Explanations of large or out-of-the-ordinary payments are listed below:</p> <p><i>Bill Resolution: October 1, 2024 (\$41,591.30)</i></p> <ul style="list-style-type: none"> <li>• \$24,407 was paid to the MN Historical Society for the second phase of the newspaper digitization project. This is payment 1 of 4 of the multi-year project funded through the Stillwater Public Library Foundation.</li> <li>• \$6,428 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials.</li> <li>• \$5,622 was paid to Xcel Energy for gas and electricity.</li> <li>• \$1,095 was paid to Midwest Tape for audio/visual materials.</li> </ul> <p><i>Bill Resolution: October 15, 2024 (\$11,168.44)</i></p> <ul style="list-style-type: none"> <li>• \$3,629 was paid to Brodart for adult fiction, adult nonfiction, teen and children’s materials.</li> <li>• \$1,106 was paid for parking ramp column protectors.</li> </ul>				
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: 10/1/2024 Bill Resolution 10/15/2024 Bill Resolution				
PREVIOUS ACTION ON ITEM:				
REVIEWED BY COMMITTEE:				

**2024 Bill Resolutions**

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
<b>INVOICES PAYABLE</b>							
3798-243100	9/23/2024	41	Ace Hardware	Lighting	6.99	230-4231-2101-0000	General Supplies
1J6F-VMHT-9PMR	9/12/2024	5115	Amazon Business	Materials - Adult Fiction (SPLF)	42.80	232-4232-2113-0000	Materials
1WJR-WY6R-3TF7	9/12/2024	5115	Amazon Business	Materials - Adult Fiction (Friends)	38.46	229-4229-2113-0000	Materials
1WJR-WY6R-3TF7	9/12/2024	5115	Amazon Business	Supplies	47.45	230-4230-2101-0000	General Supplies
1CGG-PCYP-Q66L	9/15/2024	5115	Amazon Business	Janitorial Supplies	37.97	230-4231-2202-0000	Building Repair Supplies
11R6-HLYY-HKGY	9/17/2024	5115	Amazon Business	Programs - Juv (SPLF ELSA)	144.35	232-4232-2407-0000	Programs
1F7L-D1DQ-TCTH	9/19/2024	5115	Amazon Business	Materials - Adult Fiction (Friends)	24.23	229-4229-2113-0000	Materials
1F7L-D1DQ-TCTH	9/19/2024	5115	Amazon Business	Materials - Adult Nonfiction (SPLF)	43.99	232-4232-2113-0000	Materials
1Q3P-FR1K-DMJL	9/21/2024	5115	Amazon Business	Programs - Juv (SPLF ELSA)	130.99	232-4232-2407-0000	Programs
17Y9-3QCC-JLNG	9/22/2024	5115	Amazon Business	Materials - Juv (SPLF HJA Nature Backpacks)	170.93	232-4232-2113-0000	Materials
2169702	9/13/2024	3906	Blackstone Publishing	Materials - Audio (SAAB - Friends)	180.73	229-4229-2113-0000	Materials
B6849590	8/29/2024	452	Brodart Co	Materials - YA	69.06	230-4230-2406-0000	Teen Books - Materials
B6849590	8/29/2024	452	Brodart Co	Materials - Processing Fee	16.20	230-4230-3404-0000	Processing Fee
B6849590	8/29/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	93.62	232-4232-2113-0000	Materials
B6849590	8/29/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	58.87	232-4232-2113-0000	Materials
B6849590	8/29/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	267.56	235-4235-2101-0000	General Supplies
B6850276	9/3/2024	452	Brodart Co	Materials - Juv (Friends)	100.86	229-4229-2113-0000	Materials
B6850276	9/3/2024	452	Brodart Co	Materials - Juv	39.42	230-4230-2400-0000	Childrens Books
B6850276	9/3/2024	452	Brodart Co	Materials - Adult Fiction	117.34	230-4230-2401-0000	Adult Books - Fiction
B6850276	9/3/2024	452	Brodart Co	Materials - Adult Nonfiction	34.71	230-4230-2405-0000	Adult Books - Non Fiction
B6850276	9/3/2024	452	Brodart Co	Materials - YA	14.23	230-4230-2406-0000	Teen Books - Materials
B6850276	9/3/2024	452	Brodart Co	Materials - Processing Fee	145.44	230-4230-3404-0000	Processing Fee
B6850276	9/3/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	89.77	232-4232-2113-0000	Materials
B6850276	9/3/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	308.65	232-4232-2113-0000	Materials
B6850276	9/3/2024	452	Brodart Co	Materials - Adult Nonfiction (Beaudet)	33.98	235-4235-2101-0000	General Supplies
B6850276	9/3/2024	452	Brodart Co	Materials - Adult Nonfiction (Juran)	34.99	235-4235-2101-0000	General Supplies
B6850276	9/3/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	35.60	235-4235-2101-0000	General Supplies
B6852143	9/5/2024	452	Brodart Co	Materials - Juv (Friends)	86.50	229-4229-2113-0000	Materials
B6852143	9/5/2024	452	Brodart Co	Materials - Juv	16.87	230-4230-2400-0000	Childrens Books
B6852143	9/5/2024	452	Brodart Co	Materials - Adult Fiction	64.80	230-4230-2401-0000	Adult Books - Fiction
B6852143	9/5/2024	452	Brodart Co	Materials - Adult Nonfiction	18.90	230-4230-2405-0000	Adult Books - Non Fiction
B6852143	9/5/2024	452	Brodart Co	Materials - Processing Fee	7.29	230-4230-3404-0000	Processing Fee
B6852151	9/5/2024	452	Brodart Co	Materials - Juv (Friends)	56.03	229-4229-2113-0000	Materials
B6852151	9/5/2024	452	Brodart Co	Materials - Adult Fiction	66.19	230-4230-2401-0000	Adult Books - Fiction
B6852151	9/5/2024	452	Brodart Co	Materials - Processing Fee	8.10	230-4230-3404-0000	Processing Fee
B6852151	9/5/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	35.73	232-4232-2113-0000	Materials
B6852151	9/5/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	17.25	232-4232-2113-0000	Materials
B6852151	9/5/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	87.14	235-4235-2101-0000	General Supplies
B6852151	9/5/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	66.21	290-4342-4099-0000	Miscellaneous Charges
B6854319	9/10/2024	452	Brodart Co	Materials - Adult Fiction	75.75	230-4230-2401-0000	Adult Books - Fiction
B6854319	9/10/2024	452	Brodart Co	Materials - Processing Fee	27.27	230-4230-3404-0000	Processing Fee
B6854319	9/10/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	27.95	232-4232-2113-0000	Materials
B6854319	9/10/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	15.09	235-4235-2101-0000	General Supplies
B6854319	9/10/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	29.33	290-4342-4099-0000	Miscellaneous Charges
B6854993	9/11/2024	452	Brodart Co	Materials - Juv (Friends)	157.72	229-4229-2113-0000	Materials
B6854993	9/11/2024	452	Brodart Co	Materials - Adult Fiction	92.20	230-4230-2401-0000	Adult Books - Fiction
B6854993	9/11/2024	452	Brodart Co	Materials - Processing Fee	75.75	230-4230-3404-0000	Processing Fee
B6854993	9/11/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	57.81	232-4232-2113-0000	Materials
B6854993	9/11/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	129.08	232-4232-2113-0000	Materials
B6855858	9/12/2024	452	Brodart Co	Materials - Juv (Friends)	14.23	229-4229-2113-0000	Materials
B6855858	9/12/2024	452	Brodart Co	Materials - Adult Fiction	47.52	230-4230-2401-0000	Adult Books - Fiction
B6855858	9/12/2024	452	Brodart Co	Materials - Processing Fee	3.24	230-4230-3404-0000	Processing Fee
B6855858	9/12/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	55.16	232-4232-2113-0000	Materials
B6855858	9/12/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	23.77	232-4232-2113-0000	Materials
B6855858	9/12/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	50.78	235-4235-2101-0000	General Supplies
B6855858	9/12/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	35.52	290-4342-4099-0000	Miscellaneous Charges
B6855886	9/12/2024	452	Brodart Co	Materials - Juv (Friends)	7.73	229-4229-2113-0000	Materials
B6855886	9/12/2024	452	Brodart Co	Materials - Processing Fee	1.62	230-4230-3404-0000	Processing Fee
B6855886	9/12/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	64.94	232-4232-2113-0000	Materials
B6855886	9/12/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	17.79	235-4235-2101-0000	General Supplies
B6856035	9/12/2024	452	Brodart Co	Materials - Juv (Friends)	60.75	229-4229-2113-0000	Materials
B6856035	9/12/2024	452	Brodart Co	Materials - Adult Fiction	98.48	230-4230-2401-0000	Adult Books - Fiction
B6856035	9/12/2024	452	Brodart Co	Materials - Processing Fee	66.66	230-4230-3404-0000	Processing Fee
B6856035	9/12/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	59.63	232-4232-2113-0000	Materials
B6856035	9/12/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	130.60	232-4232-2113-0000	Materials
B6856035	9/12/2024	452	Brodart Co	Materials - Adult Nonfiction (Juran)	27.00	235-4235-2101-0000	General Supplies
B6856035	9/12/2024	452	Brodart Co	Materials - Adult Nonfiction (Beaudet)	22.21	235-4235-2101-0000	General Supplies
B6857571	9/16/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	234.30	229-4229-2113-0000	Materials
B6857571	9/16/2024	452	Brodart Co	Materials - Processing Fee	8.91	230-4230-3404-0000	Processing Fee
B6857571	9/16/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	237.23	232-4232-2113-0000	Materials
B6857571	9/16/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	34.56	232-4232-2113-0000	Materials
B6857571	9/16/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	148.31	235-4235-2101-0000	General Supplies
B6857571	9/16/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	147.93	290-4342-4099-0000	Miscellaneous Charges
B6859308	9/18/2024	452	Brodart Co	Materials - Juv (Friends)	35.12	229-4229-2113-0000	Materials
B6859308	9/18/2024	452	Brodart Co	Materials - Adult Fiction	96.61	230-4230-2401-0000	Adult Books - Fiction

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
B6859308	9/18/2024	452	Brodart Co	Materials - Processing Fee	57.57	230-4230-3404-0000	Processing Fee
B6859308	9/18/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	50.70	232-4232-2113-0000	Materials
B6859308	9/18/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	80.28	232-4232-2113-0000	Materials
B6859308	9/18/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	15.11	235-4235-2101-0000	General Supplies
B6860027	9/19/2024	452	Brodart Co	Materials - Juv (Friends)	7.01	229-4229-2113-0000	Materials
B6860027	9/19/2024	452	Brodart Co	Materials - Processing Fee	3.24	230-4230-3404-0000	Processing Fee
B6860027	9/19/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	80.65	232-4232-2113-0000	Materials
B6860027	9/19/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	55.12	235-4235-2101-0000	General Supplies
B6860289	9/19/2024	452	Brodart Co	Materials - Juv (Friends)	104.70	229-4229-2113-0000	Materials
B6860289	9/19/2024	452	Brodart Co	Materials - Processing Fee	45.45	230-4230-3404-0000	Processing Fee
B6860289	9/19/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	93.18	232-4232-2113-0000	Materials
B6860289	9/19/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	61.55	232-4232-2113-0000	Materials
B6861128	9/20/2024	452	Brodart Co	Materials - Adult Fiction	45.33	230-4230-2401-0000	Adult Books - Fiction
B6861128	9/20/2024	452	Brodart Co	Materials - Processing Fee	4.86	230-4230-3404-0000	Processing Fee
B6861128	9/20/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	98.60	232-4232-2113-0000	Materials
B6861128	9/20/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	26.69	290-4342-4099-0000	Miscellaneous Charges
B6861934	9/23/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	112.84	229-4229-2113-0000	Materials
B6861934	9/23/2024	452	Brodart Co	Materials - Juv (Friends)	323.94	229-4229-2113-0000	Materials
B6861934	9/23/2024	452	Brodart Co	Materials - Adult Fiction	22.11	230-4230-2401-0000	Adult Books - Fiction
B6861934	9/23/2024	452	Brodart Co	Materials - Processing Fee	22.68	230-4230-3404-0000	Processing Fee
B6862808	9/24/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	96.66	229-4229-2113-0000	Materials
B6862808	9/24/2024	452	Brodart Co	Materials - Juv (Friends)	110.79	229-4229-2113-0000	Materials
B6862808	9/24/2024	452	Brodart Co	Materials - Processing Fee	10.53	230-4230-3404-0000	Processing Fee
B6862808	9/24/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	69.25	232-4232-2113-0000	Materials
B6862808	9/24/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	16.19	232-4232-2113-0000	Materials
B6862808	9/24/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	66.74	235-4235-2101-0000	General Supplies
B6862895	9/24/2024	452	Brodart Co	Materials - Adult Fiction	47.52	230-4230-2401-0000	Adult Books - Fiction
B6862895	9/24/2024	452	Brodart Co	Materials - Adult Nonfiction	32.91	230-4230-2405-0000	Adult Books - Non Fiction
B6862895	9/24/2024	452	Brodart Co	Materials - Processing Fee	51.51	230-4230-3404-0000	Processing Fee
B6862895	9/24/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	189.37	232-4232-2113-0000	Materials
B6862895	9/24/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	16.02	232-4232-2113-0000	Materials
S5092124	9/21/2024	5278	Chan, Karen	Program - Adult (Friends)	337.19	229-4229-2407-0000	Programs
S5092124	9/21/2024	5278	Chan, Karen	Programs - Adult (235)	112.81	235-4236-4099-0000	Miscellaneous Charges
217129955	9/1/2024	683	Comcast	Internet	188.27	230-4230-3098-0000	Technology Support
7532773	9/10/2024	855	Demco Inc.	Processing Supplies	330.45	230-4230-3404-0000	Processing Fee
1	9/12/2024	6275	Erinn Nelson	Programs - Adult (235)	600.00	235-4236-4099-0000	Miscellaneous Charges
4811454	9/23/2024	1958	Loffler Companies	Library Printer/Copier	848.49	230-4230-3707-0000	Maintenance Agreements
44384	9/9/2024	2124	Menards	Janitorial Supplies	89.98	230-4231-2102-0000	Janitorial Supplies
44530	9/12/2024	2124	Menards	Janitorial Supplies	63.24	230-4231-2102-0000	Janitorial Supplies
44766	9/18/2024	2124	Menards	Janitorial Supplies	26.41	230-4231-2102-0000	Janitorial Supplies
505927955	8/20/2024	2175	Midwest Tape	Materials - Video (SAV)	41.23	230-4230-2408-0000	Film/Video
505927955	8/20/2024	2175	Midwest Tape	Materials - Processing Fee	7.38	230-4230-3404-0000	Processing Fee
505927956	8/20/2024	2175	Midwest Tape	Materials - Processing Fee	5.98	230-4230-3404-0000	Processing Fee
505927956	8/20/2024	2175	Midwest Tape	Library Materials - Audio (AM - Kraemer)	25.18	290-4342-4099-0000	Miscellaneous Charges
505948529	8/26/2024	2175	Midwest Tape	Materials - Processing Fee	9.78	230-4230-3404-0000	Processing Fee
505948529	8/26/2024	2175	Midwest Tape	Library Materials - Audio (AM - Kraemer)	29.98	290-4342-4099-0000	Miscellaneous Charges
505995811	9/3/2024	2175	Midwest Tape	Materials - Audio (JM)	11.99	230-4230-2402-0000	Audio
505995811	9/3/2024	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
505995813	9/3/2024	2175	Midwest Tape	Materials - Video (JV)	74.96	230-4230-2408-0000	Film/Video
505995813	9/3/2024	2175	Midwest Tape	Materials - Processing Fee	10.56	230-4230-3404-0000	Processing Fee
505995814	9/3/2024	2175	Midwest Tape	Materials - Video (SAV)	162.68	230-4230-2408-0000	Film/Video
505995814	9/3/2024	2175	Midwest Tape	Materials - Processing Fee	24.03	230-4230-3404-0000	Processing Fee
506023014	9/11/2024	2175	Midwest Tape	Materials - Audio (JM)	14.39	230-4230-2402-0000	Audio
506023014	9/11/2024	2175	Midwest Tape	Materials - Processing Fee	3.69	230-4230-3404-0000	Processing Fee
506023016	9/11/2024	2175	Midwest Tape	Materials - Video (JV)	103.43	230-4230-2408-0000	Film/Video
506023016	9/11/2024	2175	Midwest Tape	Materials - Processing Fee	17.43	230-4230-3404-0000	Processing Fee
506023017	9/11/2024	2175	Midwest Tape	Materials - Video (SAV)	65.22	230-4230-2408-0000	Film/Video
506023017	9/11/2024	2175	Midwest Tape	Materials - Processing Fee	8.27	230-4230-3404-0000	Processing Fee
506059816	9/17/2024	2175	Midwest Tape	Materials - Audio (JM)	274.58	230-4230-2402-0000	Audio
506059816	9/17/2024	2175	Midwest Tape	Materials - Processing Fee	68.58	230-4230-3404-0000	Processing Fee
506059818	9/17/2024	2175	Midwest Tape	Materials - Video (JV)	109.41	230-4230-2408-0000	Film/Video
506059818	9/17/2024	2175	Midwest Tape	Materials - Processing Fee	23.41	230-4230-3404-0000	Processing Fee
5503844_1	9/13/2024	2271	MN Historical Society	Newspaper Digitization (Pmt 1 of 4 - SPLF)	24407.00	232-4232-4099-0000	Miscellaneous Charges
W24080625	9/13/2024	2217	Office of MN IT Services	Phone - August	148.45	230-4231-3101-0000	Telephone
			<b>INVOICES SUBTOTAL</b>		<b>\$ 35,545.99</b>		
<b>LIBRARY CREDIT CARD</b>							
50202	7/1/2024	4560	Candyland	Programs - Adult SRP (Friends)	30.00	229-4229-2407-0000	Programs
2080386-2024-07-11-1	7/9/2024	4157	Dream Host	DreamHost Domain Renewal	17.99	230-4230-3098-0000	Technology Support
2080386-2024-07-11-1	7/11/2024	4157	Dream Host	DreamHost Web Hosting	23.99	230-4230-3098-0000	Technology Support
nHAW	7/1/2024	5771	Herman Electric Bikes	Programs - Adult SRP (Friends)	30.00	229-4229-2407-0000	Programs
164894	7/22/2024	6102	US Bank - Credit Cards	Programs - Adult (Friends)	50.00	229-4229-2407-0000	Programs
#lgyE	7/22/2024	6102	US Bank - Credit Cards	Programs - Adult (Friends)	30.00	229-4229-2407-0000	Programs
o2181342872	7/3/2024	5519	US Postal Service	Postage Stamps	70.35	230-4230-3102-0000	Postage
472625	7/24/2024	3589	Valley Bookseller	Programs - Adult SRP (Friends)	30.00	229-4229-2407-0000	Programs
30801	7/1/2024	3682	Walker Display Inc	Gallery Hanging System	139.99	230-4230-2302-0000	Other Minor Equipment
			<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 422.32</b>		
<b>CITY/SPECIAL BILL PAYOUTS</b>							
51-7976594-1 8957854	09/25/24	3808	Xcel Energy	Energy	\$ 5,530.18	230-4231-3600-0000	Electricity
51-7976594-1 8957854	09/25/24	3808	Xcel Energy	Energy	\$ 92.81	230-4231-3601-0000	Natural Gas
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ 5,622.99</b>		
<b>GRAND TOTAL</b>					<b>\$ 41,591.30</b>		

Key: Blue = Foundation Funds; Green = Other Gift Funds; Pink = Prepaid Expense for Next Year; Orange = Capital Expense

**2024 Bill Resolutions**

These bills are submitted and approved for payment.

Mark Troendle, Library Director

Craig Hansen, Secretary/Treasurer, Board of Trustees

INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
<b>INVOICES PAYABLE</b>							
751	10/8/2024	3985	16 Wins	Website Maintenance	380.00	230-4230-3098-0000	Technology Support
11TP-XVKQ-CTDG	9/27/2024	5115	Amazon Business	Supplies	18.75	230-4230-2101-0000	General Supplies
11TP-XVKQ-CTDG	9/27/2024	5115	Amazon Business	Materials - Tech (SPLF - LOT)	29.98	232-4232-2113-0000	Materials
1C9K-H9CH-CGTG	9/27/2024	5115	Amazon Business	Materials - Juv (SPLF HJA Nature Backpacks)	53.39	232-4232-2113-0000	Materials
1WWW-TRYC-GCY6	10/2/2024	5115	Amazon Business	Materials - Adult Fiction	-46.21	230-4230-2401-0000	Building Repair Supplies
1JWL-QCCJ-MKV6	10/7/2024	5115	Amazon Business	Materials - Adult Fiction	65.04	230-4230-2401-0000	Adult Books - Fiction
1YWM-RDQQ-M6PY	10/7/2024	5115	Amazon Business	Materials - Adult Fiction (235 Palmer)	11.99	235-4235-4099-0000	Miscellaneous Charges
1YWM-RDQQ-M6PY	10/7/2024	5115	Amazon Business	Programs - Adult (235)	28.98	235-4236-4099-0000	Miscellaneous Charges
1THR-QRXG-VP3Q	10/8/2024	5115	Amazon Business	Supplies	477.39	230-4230-2101-0000	General Supplies
2172950	10/8/2024	3906	Blackstone Publishing	Materials - Audio (SAAB - Friends)	171.94	229-4229-2113-0000	Materials
B6865036	9/26/2024	452	Brodart Co	Materials - Juv (Friends)	168.37	229-4229-2113-0000	Materials
B6866174	9/27/2024	452	Brodart Co	Materials - Juv (Friends)	108.71	229-4229-2113-0000	Materials
B6866174	9/27/2024	452	Brodart Co	Materials - Juv (Friends)	22.24	229-4229-2113-0000	Materials
B6866174	9/27/2024	452	Brodart Co	Materials - Juv	10.79	230-4230-2400-0000	Childrens Books
B6866174	9/27/2024	452	Brodart Co	Materials - Processing Fee	4.86	230-4230-3404-0000	Processing Fee
B6866174	9/27/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	20.46	232-4232-2113-0000	Materials
B6866174	9/27/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	20.43	235-4235-2101-0000	General Supplies
B6866219	9/27/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	15.12	229-4229-2113-0000	Materials
B6866219	9/27/2024	452	Brodart Co	Materials - Juv (Friends)	11.87	229-4229-2113-0000	Materials
B6866219	9/27/2024	452	Brodart Co	Materials - Processing Fee	1.62	230-4230-3404-0000	Processing Fee
B6866219	9/27/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	80.61	232-4232-2113-0000	Materials
B6866332	9/27/2024	452	Brodart Co	Materials - Juv (Friends)	42.10	229-4229-2113-0000	Materials
B6866332	9/27/2024	452	Brodart Co	Materials - Adult Fiction	79.35	230-4230-2401-0000	Adult Books - Fiction
B6866332	9/27/2024	452	Brodart Co	Materials - Processing Fee	39.39	230-4230-3404-0000	Processing Fee
B6866332	9/27/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	77.16	232-4232-2113-0000	Materials
B6866332	9/27/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	15.65	232-4232-2113-0000	Materials
B6866332	9/27/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	17.28	235-4235-2101-0000	General Supplies
B6870631	10/2/2024	452	Brodart Co	Materials - Adult Fiction	159.08	230-4230-2401-0000	Adult Books - Fiction
B6870631	10/2/2024	452	Brodart Co	Materials - Adult Nonfiction	10.64	230-4230-2405-0000	Adult Books - Non Fiction
B6870631	10/2/2024	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6870631	10/2/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	59.59	232-4232-2113-0000	Materials
B6870631	10/2/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	85.03	232-4232-2113-0000	Materials
B6871921	10/3/2024	452	Brodart Co	Materials - Processing Fee	33.33	230-4230-3404-0000	Processing Fee
B6871921	10/3/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	126.73	232-4232-2113-0000	Materials
B6871921	10/3/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	34.67	232-4232-2113-0000	Materials
B6871921	10/3/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	40.00	235-4235-2101-0000	General Supplies
B6871953	10/3/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	11.88	229-4229-2113-0000	Materials
B6871953	10/3/2024	452	Brodart Co	Materials - Juv (Friends)	16.87	229-4229-2113-0000	Materials
B6871953	10/3/2024	452	Brodart Co	Materials - Adult Fiction	98.92	230-4230-2401-0000	Adult Books - Fiction
B6871953	10/3/2024	452	Brodart Co	Materials - Adult Nonfiction	23.99	230-4230-2405-0000	Adult Books - Non Fiction
B6871953	10/3/2024	452	Brodart Co	Materials - Processing Fee	72.72	230-4230-3404-0000	Processing Fee
B6871953	10/3/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	90.21	232-4232-2113-0000	Materials
B6871953	10/3/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	55.84	232-4232-2113-0000	Materials
B6871953	10/3/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	99.73	235-4235-2101-0000	General Supplies
B6871953	10/3/2024	452	Brodart Co	Library Materials - Adult Nonfiction (Kraemer)	14.58	290-4342-4099-0000	Miscellaneous Charges
B6872598	10/4/2024	452	Brodart Co	Materials - Adult Fiction (Friends)	90.74	229-4229-2113-0000	Materials
B6872598	10/4/2024	452	Brodart Co	Materials - Juv (Friends)	218.50	229-4229-2113-0000	Materials
B6872598	10/4/2024	452	Brodart Co	Materials - Adult Fiction	15.66	230-4230-2401-0000	Adult Books - Fiction
B6872598	10/4/2024	452	Brodart Co	Materials - Processing Fee	7.29	230-4230-3404-0000	Processing Fee
B6872598	10/4/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	106.34	232-4232-2113-0000	Materials
B6872598	10/4/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	19.43	232-4232-2113-0000	Materials
B6873407	10/7/2024	452	Brodart Co	Materials - Lawson (Juv)	50.17	224-4224-2404-0000	Other Books
B6873407	10/7/2024	452	Brodart Co	Materials - Juv (Friends)	572.99	229-4229-2113-0000	Materials
B6873407	10/7/2024	452	Brodart Co	Materials - Processing Fee	42.12	230-4230-3404-0000	Processing Fee
B6873407	10/7/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	53.47	232-4232-2113-0000	Materials
B6873440	10/7/2024	452	Brodart Co	Materials - Juv (Friends)	105.97	229-4229-2113-0000	Materials
B6873440	10/7/2024	452	Brodart Co	Materials - Adult Fiction	24.92	230-4230-2401-0000	Adult Books - Fiction
B6873440	10/7/2024	452	Brodart Co	Materials - YA	10.67	230-4230-2406-0000	Teen Books - Materials
B6873440	10/7/2024	452	Brodart Co	Materials - Processing Fee	4.05	230-4230-3404-0000	Processing Fee
B6873440	10/7/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	80.40	232-4232-2113-0000	Materials
B6873981	10/8/2024	452	Brodart Co	Materials - Juv (Friends)	35.70	229-4229-2113-0000	Materials
B6873981	10/8/2024	452	Brodart Co	Materials - Juv	10.11	230-4230-2400-0000	Childrens Books
B6873981	10/8/2024	452	Brodart Co	Materials - Adult Fiction	82.76	230-4230-2401-0000	Adult Books - Fiction
B6873981	10/8/2024	452	Brodart Co	Materials - Processing Fee	60.60	230-4230-3404-0000	Processing Fee
B6873981	10/8/2024	452	Brodart Co	Materials - Adult Fiction (SPLF)	69.78	232-4232-2113-0000	Materials
B6873981	10/8/2024	452	Brodart Co	Materials - Adult Nonfiction (SPLF)	118.14	232-4232-2113-0000	Materials
B6873981	10/8/2024	452	Brodart Co	Materials - Adult Nonfiction (Athena)	18.90	235-4235-2101-0000	General Supplies
O-1223	6/17/2024	5653	Carpenter St. Croix Valley Nature Cent	Programs - JUV (SPLF HJA SRP)	178.60	232-4232-2407-0000	Programs
1.61209E+11	9/16/2024	782	Cub Foods	Programs - Adult (235)	30.30	235-4236-4099-0000	Miscellaneous Charges
306-02444792-3-2024	9/30/2024	783	Culligan of Stillwater	Water	59.50	230-4230-4099-0000	Miscellaneous Charges
20241007ESD	10/7/2024	6312	Erin Soderberg Downing	Programs - Juv (SPLF HJA ELSA)	700.00	232-4232-2407-0000	Programs
20353483	10/8/2024	5848	Huebsch Service	Towels & Rugs	295.85	230-4231-4099-0000	Miscellaneous Charges
20241001-LEN	10/1/2024	5755	Lentz, Kristin	Programs - Juv (SPLF HJA SRP)	1000.00	232-4232-2407-0000	Programs
42313	7/25/2024	2124	Menards	Janitorial Supplies	21.99	230-4231-2102-0000	Janitorial Supplies
42931	8/7/2024	2124	Menards	Janitorial Supplies	37.04	230-4231-2102-0000	Janitorial Supplies



INVOICE #	INVOICE DATE	VENDOR #	VENDOR	PURCHASE DESCRIPTION	AMOUNT	GL ACCOUNT	GL DESCRIPTION
45271	9/30/2024	2124	Menards	Janitorial Supplies	50.94	230-4231-2102-0000	Janitorial Supplies
F10000168656	5/22/2024	2565	Otis Elevator Company	Quarterly Maintenance (Logistics Fee Inc)	190.00	230-4231-3707-0000	Maintenance Agreements
10067454 20240930-P	9/30/2024	2667	Pioneer Press St. Paul	Materials - Periodicals (SPLF)	809.00	232-4232-2113-0000	Materials
STL-200118 20240925-	9/25/2024	3202	Stillwater Gazette	Materials - Periodicals (SPLF)	173.00	232-4232-2113-0000	Materials
100324A	8/23/2024	5641	The Works Museum	Programs - Juv (235 MELSA STEM)	405.00	235-4236-4099-0000	Miscellaneous Charges
183385925	9/20/2024	3922	Uline Inc	Janitorial Supplies	858.45	230-4231-2102-0000	Janitorial Supplies
			<b>INVOICES SUBTOTAL</b>		<b>\$ 9,630.05</b>		
<b>LIBRARY CREDIT CARD</b>							
1896	8/14/2024	296	Barnes & Noble Inc.	Programs - Juv (SPLF HJA SRP)	30.00	232-4232-2407-0000	Programs
2080386-2024-08-11-1	8/12/2024	4157	Dream Host	DreamHost Web Hosting	23.99	230-4230-3098-0000	Technology Support
20242140518	8/1/2024	5635	JotForm	Tech - Website Form Builder	348.00	230-4230-3098-0000	Technology Support
55509	8/22/2024	6301	Sentry Protection LLC	Parking Ramp Column Protectors	1106.40	230-4231-2202-0000	Building Repair Supplies
584227850272471	8/14/2024	4639	Walmart	Programs - Juv (SPLF HJA SRP)	30.00	232-4232-2407-0000	Programs
			<b>CREDIT CARD SUBTOTAL</b>		<b>\$ 1,538.39</b>		
<b>CITY/SPECIAL BILL PAYOUTS</b>							
None							
			<b>SPECIAL BILL PAYOUT SUBTOTAL</b>		<b>\$ -</b>		
<b>GRAND TOTAL</b>					<b>\$ 11,168.44</b>		

Key: Blue = Foundation Funds; Green = Other Gift Funds; Pink = Prepaid Expense for Next Year; Orange = Capital Expense

Agenda Items Details

AGENDA ITEM NAME & BRIEF DESCRIPTION: 2024 Budget Status Report	
OWNER: Troendle, Library Director Goeltl, Business & Communications Manager	PRESENTER: Troendle, Library Director
REQUESTED AGENDA TYPE (A, I, D): I	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>BACKGROUND/CONTEXT: Following is a budget status report through October 31, 2024.</p> <p><b>Fund 120 – Capital Outlay</b> The capital budget for 2024 is \$820,000. \$470,250 has been expended to date.</p> <ul style="list-style-type: none"> <li>• \$750,000 is for the terrace roof project using capital improvement reserve funds. A portion of this project’s cost – \$470,250 – was paid by the city in October.</li> <li>• \$50,000 in city capital was initially allocated for masonry but reallocated by the city to the terrace roof due to the roof project bid being \$796,650. The masonry project has now been added to the capital project plan for 2025.</li> <li>• \$20,000 is a grant from the Huelsmann Foundation. It was originally intended to prepare the 4<sup>th</sup> Street garden area for the relocation of the Kinji Akagawa sculptures in coordination with the terrace roof project. Revised plan is to use funds to enhance the 4<sup>th</sup> Street garden area and add a Huelsmann memorial plaque. Landscaping bill of \$15,926 will be paid in November.</li> </ul> <p><b>Fund 230 – Library (City \$)</b> <u>Revenue</u> The library’s city budget for 2024 is \$1,593,783. This consists of \$1,565,996 from the city levy and \$27,787 in projected library revenues (which include meeting room fees, copy charges, and \$17,167 in-kind volunteer coordinator wages). \$11,292 in library revenues have been received to date.</p> <p><u>Operating Expenditures</u> <b>Operating Personnel:</b> The operating personnel budget is \$1,148,282 (excluding the in-kind volunteer coordinator). Expenditures are \$894,479 through the 10/19/2024 pay period. This is about \$24,000 under the budgeted pace due to open staff positions and healthcare election changes.</p> <p><b>Collection:</b> The library budgeted \$60,100 in city funds for the purchase of print, audio, video, and electronic materials for circulation. This accounts for just under 50% of the total collection budget with the remaining purchases funded by supplemental gifts (Friends, Foundation, Lawson, etc.). With the collection, orders placed often run significantly ahead of invoices received. \$60,052 has been ordered to date, with \$51,164 in invoices paid.</p> <p><b>Technology:</b> The library budgeted \$66,000 for technology-related expenditures of IT equipment (\$29,100); selfcheck and sorter maintenance agreements (\$21,000); tech apps and support (\$9,500); and the circulation system (\$6,400). \$28,186 expended to date, with many technology charges projected for year-end.</p>	

**Other:** The library budgeted \$32,436 for other operating expenses. This includes vendor fees for processing/cataloging materials; legal, HR, and other professional service fees; general insurance; and supplies. \$24,844 expended to date.

Plant Expenditures

**Plant Personnel:** The plant personnel budget is \$131,195. \$103,497 expended to date through the 10/19/2024 pay period. This is on track with the budgeted pace.

**Plant Supplies & Equipment:** The plant supplies budget is \$6,500. \$7,925 expended to date.

**Plant Services and Charges:** The plant services and charges budget is \$147,700. \$75,259 expended to date. The key budget items are:

- Energy (\$80,000): Energy costs are running under budget with \$46,782 expended to date.
- Insurance (\$42,000): Insurance costs won't be known until Spring 2025.
- Building repairs and maintenance agreements (\$20,000): This is over budget with \$24,651 expended to date.
- *Pending Journal Entry:* \$440.42 was pre-paid in 2023 to Otis for a January-February 2024 maintenance agreement. Finance will transfer to 230-4231-3707-0000.

**Supplemental Funds**

Beyond the library's city budget, about \$300,000 in supplemental funding from the Foundation, Friends, Lawson, and other donors is budgeted to cover operating needs, such as 100% of programming, just over 50% of materials, all the Sunday hours, the 20-hr youth librarian, newspaper digitization, and more. A supplemental fund report is attached. This report pulls supplemental accounts where there has been revenue received or expenditures made in 2024.

**223 Personnel Grant:** This account holds expenditures for grant-funded staff hours for Sundays, the YS librarian position, and programming subs. \$48,121 expended through the 10/31/24 pay period.

**224 Helen Lawson Fund:** \$10,425 distribution received from Helen Lawson Fund. \$15,166 in orders have been placed for materials from the Helen Lawson fund to date with \$47.16 in invoices received and paid.

**227 Government Gifts:** \$5,000 unrestricted donation received from Stillwater Township.

**229 Friends:**

- Donations: \$19,844 donation received.
- Materials: \$4,427 expended to date for materials.
- Equipment: \$4,844 expended to date for equipment (AEDs).
- Programs: \$8,079 expended to date for programs.

**232 Foundation:**

- Donations: \$82,924 in reimbursements for 232 and 223 received to date.
- Materials: \$22,833 expended to date.
- Minor Equipment: \$65 expended to date.
- Programs: \$26,202 expended to date.
- Misc: \$60,233 expended to date (MNHS: \$52,618; signage; ShelfLife newsletter; advocacy).

**235 Library Donations:**

- Donations: \$2,625 received to date.
- Materials (235-4235): \$1,310 expended to date.
- Programs (235-4236): \$1,205 expended to date
- Misc (235-4238): \$1,679 expended to date (Book Lovers Breakfast, Plants/Pots)

**236 Wick:**

- Misc: \$1,149 (Staff Training)

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:

2024 Library Budget Status Report (Through 10/31)  
2024 Supplemental Report (Through 10/31)

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

CITY OF STILLWATER

**Library Budget Status Report (City)**

End.GLPeriod 1024 AND [Account].AccountNumber 1204230000000000{-}1204231999999999{,}2300000000000000{-}2309999999999999 /

Account Number	Account Title	Budget	YTD	Variance	% Budget
<b>Fund120 - CAPITAL OUTLAY</b>					
<b>Segment4230 - LIBRARY</b>					
<b>Expenditure</b>					
120-4230-5200-0000	C/O & Improvements(E)	820,000.00	470,250.00	349,750.00	57.34%
120-4230-5210-0000	C/O & Improvements - COVID 19(E)	.00	.00	.00	100.00%
120-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
120-4230-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
120-4230-5320-0000	C/O Mach & Equip - COVID 19(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>820,000.00</b>	<b>470,250.00</b>	<b>349,750.00</b>	
<b>Segment4230 - LIBRARY</b>		<b>820,000.00</b>	<b>470,250.00</b>	<b>349,750.00</b>	
<b>Segment4231 - LIBRARY PLANT</b>					
<b>Expenditure</b>					
120-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
120-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Segment4231 - LIBRARY PLANT</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Fund120 - CAPITAL OUTLAY</b>		<b>820,000.00</b>	<b>470,250.00</b>	<b>349,750.00</b>	
<b>Fund230 - LIBRARY FUND</b>					
<b>Segment -</b>					
<b>Revenue</b>					
230-0000-3010-0100	Current Property Taxes(R)	.00	.00	.00	100.00%
230-0000-3500-0100	Meeting Room Rental Fees(R)	-2,000.00	-3,963.50	1,963.50	198.17%
230-0000-3520-0100	Copier/Printer Sales(R)	-3,500.00	-3,212.87	-287.13	91.79%
230-0000-3810-0200	Interest Earnings-Investments(R)	.00	.00	.00	100.00%
230-0000-3810-0210	Unrealized Gains/Losses(R)	.00	.00	.00	100.00%
230-0000-3820-0100	Gifts(R)	-1,500.00	-125.00	-1,375.00	8.33%
230-0000-3820-0110	In Kind Gifts(R)	-17,167.00	.00	-17,167.00	0.00%
230-0000-3830-0100	Sale Of Property(R)	.00	.00	.00	100.00%
230-0000-3860-0100	Lease/Rentals(R)	.00	.00	.00	100.00%
230-0000-3860-0200	Parking Rental(R)	.00	.00	.00	100.00%
230-0000-3870-0100	Refunds And Reimbursements(R)	-500.00	-827.99	327.99	165.59%
230-0000-3880-0020	Library Card Fees(R)	-420.00	-360.00	-60.00	85.71%
230-0000-3880-0030	Lost Materials(R)	-2,000.00	-2,108.47	108.47	105.42%
230-0000-3880-0040	Processing Fees(R)	.00	.00	.00	100.00%
230-0000-3880-0050	Registration(R)	.00	.00	.00	100.00%
230-0000-3880-0100	Miscellaneous Income(R)	.00	-15.00	15.00	100.00%
230-0000-3880-0200	Gallery Fees(R)	-500.00	-656.00	156.00	131.20%
230-0000-3880-0300	Cash Short/Over(R)	.00	-3.08	3.08	100.00%
230-0000-3880-0500	Book & Other Enterprise Sales(R)	-200.00	-21.00	-179.00	10.50%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-0000-3910-0100	Transfer In-General Fund(R)	-1,565,996.00	-1,304,996.70	-260,999.30	83.33%
230-0000-3910-0202	Transfer In-Sport Complexes(R)	.00	.00	.00	100.00%
230-0000-3910-0232	Transfer In-Library Fundraiser(R)	.00	.00	.00	100.00%
230-0000-3910-0404	Transfer In-Co Bonds 2004(R)	.00	.00	.00	100.00%
230-0000-3910-0405	Transfer In-GO CO Bonds 2005(R)	.00	.00	.00	100.00%
230-0000-3910-0406	Transfer In - CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0407	Transfer In-GO CO Bonds 2007(R)	.00	.00	.00	100.00%
230-0000-3910-0408	Transfer In-CO Bonds 2008(R)	.00	.00	.00	100.00%
230-0000-3910-0409	Transfer In-GO CO Bonds 2009(R)	.00	.00	.00	100.00%
230-0000-3910-0412	Transfer In-GO CO Bonds 2012(R)	.00	.00	.00	100.00%
230-0000-3910-0414	Transfer In-GO CO Bonds 2014(R)	.00	.00	.00	100.00%
230-0000-3910-0415	Transfer In-2015 GO CO Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0416	Transfer In-CO Bonds 2006(R)	.00	.00	.00	100.00%
230-0000-3910-0420	Transfer In-Co Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0423	Transfer In-2001 C/O Bonds(R)	.00	.00	.00	100.00%
230-0000-3910-0424	Transfer In-Co Bonds 2000(R)	.00	.00	.00	100.00%
230-0000-3910-0426	Transfer In - CO Bonds 2016(R)	.00	.00	.00	100.00%
230-0000-3910-0427	Transfer In - CO Bonds 2017(R)	.00	.00	.00	100.00%
230-0000-3910-0480	Transfer In-Capital Proj Fund(R)	.00	.00	.00	100.00%
230-0000-3910-0490	Transfer In-Capital Projects(R)	.00	.00	.00	100.00%
<b>Total Revenue:</b>		<b>-1,593,783.00</b>	<b>-1,316,289.61</b>	<b>-277,493.39</b>	
<b>Expenditure</b>					
230-0000-3810-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-0000-3820-0000	Issuance Fees(E)	.00	.00	.00	100.00%
230-0000-3830-0000	Transfer Out - General Fund(E)	.00	.00	.00	100.00%
230-0000-3870-0000	Transfer Out - Scv Rec Center(E)	.00	.00	.00	100.00%
230-0000-3880-0000	Transfer Out - Library(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Segment -</b>		<b>-1,593,783.00</b>	<b>-1,316,289.61</b>	<b>-277,493.39</b>	

#### Segment4230 - LIBRARY OPERATIONS

##### Revenue

230-4230-1113-0100	Dental Premiums Employees(R)	.00	.00	.00	100.00%
230-4230-1200-0200	Dental Premiums Cobra(R)	.00	.00	.00	100.00%
230-4230-3900-0320	Donations - Library Programs(R)	.00	.00	.00	100.00%
230-4230-5300-0200	Interest Earnings-Investments(R)	.00	.00	.00	100.00%
<b>Total Revenue:</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	

##### Expenditure

230-4230-1000-0000	Full Time Salaries(E)	236,523.03	188,301.13	48,221.90	79.61%
230-4230-1100-0000	Overtime - Full Time(E)	.00	.00	.00	100.00%
230-4230-1111-0000	Severance Pay(E)	.00	.00	.00	100.00%
230-4230-1112-0000	Sick Pay(E)	3,500.00	14,161.33	-10,661.33	404.60%
230-4230-1113-0000	Vacation Pay(E)	.00	37,562.98	-37,562.98	100.00%
230-4230-1200-0000	Part Time Salaries(E)	676,887.25	476,423.45	200,463.80	70.38%
230-4230-1210-0000	Part Time Salaries - In Kind(E)	17,167.00	.00	17,167.00	0.00%
230-4230-1300-0000	Overtime - Part Time(E)	.00	.00	.00	100.00%
230-4230-1410-0000	Pera(E)	68,506.12	51,686.86	16,819.26	75.44%

Account Number	Account Title	Budget	YTD	Variance	% Budget
230-4230-1420-0000	FICA/Medicare(E)	69,876.56	54,795.13	15,081.43	78.41%
230-4230-1500-0000	Hospital / Medical(E)	88,304.40	68,075.52	20,228.88	77.09%
230-4230-1520-0000	Dental Insurance(E)	3,915.84	3,082.50	833.34	78.71%
230-4230-1540-0000	Life Insurance(E)	769.00	390.14	378.86	50.73%
230-4230-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4230-2000-0000	Office Supplies(E)	.00	.00	.00	100.00%
230-4230-2101-0000	General Supplies(E)	3,000.00	3,063.27	-63.27	102.10%
230-4230-2113-0000	Reference(E)	.00	.00	.00	100.00%
230-4230-2114-0000	Data Base Searching(E)	.00	.00	.00	100.00%
230-4230-2302-0000	Other Minor Equipment(E)	1,200.00	250.63	949.37	20.88%
230-4230-2303-0000	Minor Computer Equipment(E)	29,100.00	.00	29,100.00	0.00%
230-4230-2400-0000	Childrens Books(E)	14,500.00	13,426.56	1,073.44	92.59%
230-4230-2401-0000	Adult Books - Fiction(E)	15,500.00	14,221.49	1,278.51	91.75%
230-4230-2402-0000	Audio(E)	1,900.00	1,727.39	172.61	90.91%
230-4230-2403-0000	Periodicals(E)	3,000.00	2,991.12	8.88	99.70%
230-4230-2405-0000	Adult Books - Non Fiction(E)	10,700.00	10,275.00	425.00	96.02%
230-4230-2406-0000	Teen Books - Materials(E)	3,500.00	2,455.70	1,044.30	70.16%
230-4230-2407-0000	Programs(E)	.00	.00	.00	100.00%
230-4230-2408-0000	Film/Video(E)	5,500.00	4,860.96	639.04	88.38%
230-4230-2409-0000	Electronic Materials(E)	5,500.00	1,206.17	4,293.83	21.93%
230-4230-2499-0000	Collection Development(E)	.00	.00	.00	100.00%
230-4230-3098-0000	Technology Support(E)	9,500.00	7,320.34	2,179.66	77.05%
230-4230-3099-0000	Other Professional Services(E)	5,000.00	4,322.74	677.26	86.45%
230-4230-3100-0000	Circulation System(E)	6,400.00	.00	6,400.00	0.00%
230-4230-3101-0000	Telecommunications(E)	.00	.00	.00	100.00%
230-4230-3102-0000	Postage(E)	1,500.00	1,909.05	-409.05	127.27%
230-4230-3200-0000	Mileage(E)	.00	.00	.00	100.00%
230-4230-3201-0000	Seminar/Conference Fees(E)	.00	.00	.00	100.00%
230-4230-3202-0000	Meals(E)	.00	.00	.00	100.00%
230-4230-3203-0000	Housing(E)	.00	.00	.00	100.00%
230-4230-3400-0000	Printing and Publishing(E)	500.00	90.88	409.12	18.17%
230-4230-3401-0000	Binding(E)	.00	.00	.00	100.00%
230-4230-3404-0000	Processing Fee(E)	11,000.00	9,815.95	1,184.05	89.23%
230-4230-3500-0000	General Insurance(E)	4,000.00	-55.28	4,055.28	-1.38%
230-4230-3707-0000	Maintenance Agreements(E)	3,000.00	2,930.74	69.26	97.69%
230-4230-3713-0000	Computer Maintenance/Licenses(E)	21,000.00	20,866.55	133.45	99.36%
230-4230-3803-0000	Data Base Maintenance(E)	.00	.00	.00	100.00%
230-4230-3804-0000	Equipment Rental(E)	.00	.00	.00	100.00%
230-4230-3900-0000	Sales Tax(E)	200.00	216.70	-16.70	108.35%
230-4230-4000-0000	Memberships and Dues(E)	500.00	530.00	-30.00	106.00%
230-4230-4001-0000	Subscriptions(E)	536.00	572.95	-36.95	106.89%
230-4230-4093-0000	COVID-19(E)	.00	.00	.00	100.00%
230-4230-4099-0000	Miscellaneous Charges(E)	2,000.00	1,196.37	803.63	59.81%
230-4230-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4230-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4230-5310-0000	C/O MIS Computer Equipment(E)	.00	.00	.00	100.00%
230-4230-7010-0000	Depreciation-Purchased(E)	.00	.00	.00	100.00%
230-4230-7020-0000	Depreciation-Contributed(E)	.00	.00	.00	100.00%
230-4230-9120-0000	Transfer Out-Capital Outlay(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>1,323,985.20</b>	<b>998,674.32</b>	<b>325,310.88</b>	

Account Number	Account Title	Budget	YTD	Variance	% Budget
<b>Segment4230 - LIBRARY OPERATIONS</b>		<b>1,323,985.20</b>	<b>998,674.32</b>	<b>325,310.88</b>	
<b>Segment4231 - LIBRARY PLANT</b>					
<b>Revenue</b>					
230-4231-1200-0100	Donations(R)	.00	.00	.00	100.00%
230-4231-1410-0305	Donations - Library Equipment(R)	.00	.00	.00	100.00%
230-4231-1420-0310	Donations - Library Materials(R)	.00	.00	.00	100.00%
230-4231-1500-0315	Donations - Library Miscellane(R)	.00	.00	.00	100.00%
230-4231-1520-0320	Donations - Library Programs(R)	.00	.00	.00	100.00%
230-4231-1540-0100	Miscellaneous Income(R)	.00	.00	.00	100.00%
230-4231-3601-0245	Transfer In - Park Dedication(R)	.00	.00	.00	100.00%
230-4231-4099-0100	Interfund Revenue(R)	.00	.00	.00	100.00%
<b>Total Revenue:</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Expenditure</b>					
230-4231-1000-0000	Full Time Salaries(E)	74,174.00	52,510.32	21,663.68	70.79%
230-4231-1100-0000	Overtime - Full Time(E)	.00	.00	.00	100.00%
230-4231-1111-0000	Severance Pay(E)	.00	.00	.00	100.00%
230-4231-1112-0000	Sick Pay(E)	.00	3,965.63	-3,965.63	100.00%
230-4231-1113-0000	Vacation Pay(E)	.00	6,198.32	-6,198.32	100.00%
230-4231-1200-0000	Part Time Salaries(E)	28,940.00	17,935.12	11,004.88	61.97%
230-4231-1410-0000	PERA(E)	7,674.00	6,013.01	1,660.99	78.35%
230-4231-1420-0000	FICA/Medicare(E)	7,888.00	6,251.63	1,636.37	79.25%
230-4231-1500-0000	Hospital / Medical(E)	11,898.72	10,114.55	1,784.17	85.00%
230-4231-1520-0000	Dental Insurance(E)	505.00	463.10	41.90	91.70%
230-4231-1540-0000	Life Insurance(E)	116.00	45.90	70.10	39.56%
230-4231-1990-0000	Grant Pass Thru(E)	.00	.00	.00	100.00%
230-4231-2101-0000	General Supplies(E)	200.00	6.99	193.01	3.49%
230-4231-2102-0000	Janitorial Supplies(E)	4,000.00	5,821.43	-1,821.43	145.53%
230-4231-2202-0000	Building Repair Supplies(E)	1,500.00	1,947.19	-447.19	129.81%
230-4231-2203-0000	Furn/Air Cond Repair Supplies(E)	.00	.00	.00	100.00%
230-4231-2302-0000	Other Minor Equipment(E)	800.00	149.86	650.14	18.73%
230-4231-3002-0000	Contractual(E)	.00	.00	.00	100.00%
230-4231-3099-0000	Other Professional Services(E)	1,000.00	.00	1,000.00	0.00%
230-4231-3101-0000	Telephone(E)	1,700.00	1,160.63	539.37	68.27%
230-4231-3500-0000	General Insurance(E)	42,000.00	-62.08	42,062.08	-0.14%
230-4231-3600-0000	Electricity(E)	50,000.00	38,412.46	11,587.54	76.82%
230-4231-3601-0000	Natural Gas(E)	30,000.00	8,369.91	21,630.09	27.89%
230-4231-3703-0000	Building Repair Charges(E)	9,000.00	14,579.53	-5,579.53	161.99%
230-4231-3707-0000	Maintenance Agreements(E)	11,000.00	10,072.20	927.80	91.56%
230-4231-3713-0000	Computer Maintenance/Licenses(E)	.00	.00	.00	100.00%
230-4231-4099-0000	Miscellaneous Charges(E)	3,000.00	2,726.55	273.45	90.88%
230-4231-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
230-4231-5300-0000	C/O Machinery & Equipment(E)	.00	.00	.00	100.00%
230-4231-5310-0000	C/O MIS Comupter Equipment(E)	.00	.00	.00	100.00%
230-4231-9490-0000	Transfer Out-Cap Proj Fund(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>285,395.72</b>	<b>186,682.25</b>	<b>98,713.47</b>	
<b>Segment4231 - LIBRARY PLANT</b>		<b>285,395.72</b>	<b>186,682.25</b>	<b>98,713.47</b>	



Account Number	Account Title	Budget	YTD	Variance	% Budget
<b>Segment4900 - IMPROVEMENT PROJECTS</b>					
<b>Expenditure</b>					
230-4900-3099-0000	Other Professional Services(E)	.00	.00	.00	100.00%
230-4900-5200-0000	C/O & Improvements(E)	.00	.00	.00	100.00%
<b>Total Expenditure:</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<b>Segment4900 - IMPROVEMENT PROJECTS</b>		<b>.00</b>	<b>.00</b>	<b>.00</b>	
<hr/>					
<b>Fund230 - LIBRARY FUND</b>		<b>15,597.92</b>	<b>-130,933.04</b>	<b>146,530.96</b>	
<b>Total:</b>		<b>835,597.92</b>	<b>339,316.96</b>	<b>496,280.96</b>	

CITY OF STILLWATER

**Library Supplemental Funds Report**

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Account Number	Account Title	YTD
<b>Fund223 - PERSONNEL GRANT</b>		
<b>Expenditure</b>		
223-4223-1000-0000	Full Time Salaries(E)	1,883.03
223-4223-1112-0000	Sick Pay(E)	262.50
223-4223-1200-0000	Part Time Salaries(E)	38,085.33
223-4223-1410-0000	PERA(E)	2,616.17
223-4223-1420-0000	FICA/Medicare(E)	3,156.44
223-4223-1500-0000	Hospital / Medical(E)	2,051.54
223-4223-1520-0000	Dental Insurance(E)	33.78
223-4223-1540-0000	Life Insurance(E)	34.61
223-4223-3500-0000	General Insurance(E)	-1.93
<b>Total Expenditure:</b>		<b><u>48,121.47</u></b>
<b>Fund224 - HELEN LAWSON FUND</b>		
<b>Revenue</b>		
224-0000-3820-0100	Donations(R)	-10,425.00
<b>Total Revenue:</b>		<b><u>-10,425.00</u></b>
<b>Expenditure</b>		
224-4224-2404-0000	Other Books(E)	47.16
<b>Total Expenditure:</b>		<b><u>47.16</u></b>
<b>Fund227 - GOVERNMENT GIFTS</b>		
<b>Revenue</b>		
227-0000-3820-0100	Donations(R)	-5,000.00
<b>Total Revenue:</b>		<b><u>-5,000.00</u></b>
<b>Fund228 - FRIENDS OF LIBRARY</b>		
<b>Revenue</b>		
228-0000-3820-0100	Donations(R)	-19,844.98
<b>Total Revenue:</b>		<b><u>-19,844.98</u></b>

Account Number	Account Title	YTD
<b>Fund229 - FRIENDS OF STILLWATER LIBRARY</b>		
<b>Expenditure</b>		
229-4229-2113-0000	Materials(E)	4,427.57
229-4229-2302-0000	Other Minor Equipment(E)	4,844.98
229-4229-2407-0000	Programs(E)	8,079.53
<b>Total Expenditure:</b>		<b><u>17,352.08</u></b>
<b>Fund232 - STILLWATER LIBRARY FOUNDATION</b>		
<b>Revenue</b>		
232-0000-3820-0100	Donations(R)	-28,324.91
232-0000-3820-0310	Donations - Library Materials(R)	-7,268.47
232-0000-3820-0315	Donations - Library Miscellane(R)	-31,605.18
232-0000-3820-0320	Donations - Library Programs(R)	-15,660.46
232-0000-3880-0100	Miscellaneous Income(R)	-65.81
<b>Total Revenue:</b>		<b><u>-82,924.83</u></b>
<b>Expenditure</b>		
232-4232-2113-0000	Materials(E)	22,833.37
232-4232-2302-0000	Other Minor Equipment(E)	65.81
232-4232-2407-0000	Programs(E)	26,202.34
232-4232-4099-0000	Miscellaneous Charges(E)	60,233.20
<b>Total Expenditure:</b>		<b><u>109,334.72</u></b>
<b>Fund235 - LIBRARY DONATIONS FUND</b>		
<b>Revenue</b>		
235-0000-3820-0100	Donations(R)	-1,200.00
235-3235-3820-0100	Donations-Library Materials(R)	-1,425.00
<b>Total Revenue:</b>		<b><u>-2,625.00</u></b>
<b>Expenditure</b>		
235-4235-2101-0000	General Supplies(E)	1,298.92
235-4235-4099-0000	Miscellaneous Charges(E)	11.99
235-4236-4099-0000	Miscellaneous Charges(E)	1,205.56
235-4238-4099-0000	Miscellaneous Charges(E)	1,679.05
<b>Total Expenditure:</b>		<b><u>4,195.52</u></b>
<b>Fund236 - WICK ESTATE FUND</b>		
<b>Expenditure</b>		

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Account Number	Account Title	YTD
236-4236-4099-0000	Wick - Miscellaneous(E)	1,149.00
<b>Total Expenditure:</b>		<b><u>1,149.00</u></b>

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<b>Total:</b>		<b><u>59,380.14</u></b>
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**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION:  <b>Trustee &amp; Council Liaison Information Sharing</b></p>	
<p>OWNER:  <b>Trustees &amp; Council Liaison</b></p>	<p>PRESENTER:  <b>Trustees &amp; Council Liaison</b></p>
<p>REQUESTED AGENDA TYPE (A, I, D):  <b>I</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?</p>
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:</p>	
<p>BACKGROUND/CONTEXT:  This standing agenda item allows Trustees and the Council Liaison to share information. Informational updates could include reports on workshops or programs attended, observations from visits to other libraries, reviews of library-related news, and updates on actions or discussions of the City Council.</p> <p>On 10/31/2024, Troendle shared an article on behalf of Panciera titled “Librarians Face a Crisis of Violence and Abuse,” published in The New York Times.</p> <p><i>Trustees: When visiting libraries, please consider picking up library calendars, program guides and other marketing pieces for the Business and Communications Manager. These materials help provide ideas and inspiration for staff.</i></p>	
<p>ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:</p>	
<p>BOARD NORMS:</p> <ul style="list-style-type: none"> <li>• Every voice matters in a discussion, and everyone may have their opinion. After board decisions, we speak with one voice.</li> <li>• We follow open meeting law.</li> <li>• We come prepared and stay engaged at meetings. We read the packet, have questions identified, and opinions ready to share.</li> <li>• We follow Robert’s Rules of Order and stick to the agenda.</li> <li>• We expect that commitment to the board extends beyond monthly board and committee meetings. We are willing to give more than meeting time to the work of the board.</li> <li>• We respect each other’s time. We start meetings on time and move through meetings efficiently.</li> <li>• We attend meetings regularly and provide notice if absent.</li> </ul>	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Board Self-Assessment Survey</b>	
OWNER: <b>Lockyear, President</b>	PRESENTER: <b>Lockyear, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>D</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
BACKGROUND/CONTEXT:  <p>The board completed its second self-assessment survey in October 2024. Results of the survey are included in the board packet. For historical comparison, rating responses from the October 2021 survey were included where the questions aligned.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS: <b>2024 Board Self-Assessment Survey Results</b>	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

# Stillwater

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## Public Library

Board Self-Assessment Survey Results: 11/4/2024 (9 Responses)

**Question 1: I understand the roles and responsibilities of a Stillwater Public Library Board Trustee.**

*Zero means no awareness of principle/policy. Five means full understanding and adherence.*

Rating	0	1	2	3	4	5
Number of Responses	0	0	0	0	0	9 100%

**Question 2: The functioning of the Stillwater Public Library Board of Trustees as a whole evidences an understanding of its roles and responsibilities.**

*Zero means no awareness of principle/policy. Five means full understanding and adherence.*

Rating	0	1	2	3	4	5
Number of Responses	0	0	0	0	1 11.1%	8 88.9%

In the 2021 survey, this question was written as “The Stillwater Public Library Board of Trustees members understand their roles and responsibilities.” Four trustees answered 4 (44.4%), and five trustees answered 5 (55.6%).

**Question 3: When I began serving on the Stillwater Public Library Board of Trustees, I was given an orientation inclusive of structure, function, committees, and role participation.**

*Zero means no awareness of principle/policy. Five means full understanding and adherence.*

Rating	0	1	2	3	4	5
Number of Responses	0	0	0	1 11.1%	0	8 88.9%

In the 2021 survey, this question was written as “The Stillwater Public Library Board of Trustees new members are given an orientation inclusive of structure, function, committees, and role participation.” Two trustees answered 4 (22.2%), and seven trustees answered 5 (77.8%).

**Question 4: The Stillwater Public Library Board of Trustees work effectively as a group, resolving differences professionally.**

*Zero means no awareness of principle/policy. Five means full understanding and adherence.*

Rating	0	1	2	3	4	5
Number of Responses	0	0	0	0	0	9 100%

In 2021, one trustee answered 4 (11.1%) and eight trustees answered 5 (88.9%).

# Stillwater

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## Public Library

**Question 5: The Stillwater Public Library Board of Trustees’ policies and decisions are consistent with its mission and vision.**

*Zero means no awareness of principle/policy. Five means full understanding and adherence.*

Rating	0	1	2	3	4	5
Number of Responses	0	0	0	0	0	9 100%

In the 2021 survey, this question was written as “The Stillwater Public Library Board of Trustees uses mission and vision when making policy and making decisions.” One trustee answered 3 (11.1%), two trustees answered 4 (22.2%), and six trustees answered 5 (66.7%).

**Question 6: The Stillwater Public Library Board of Trustees is involved in the development and monitoring of the library’s strategic plan and goals.**

*Zero means no awareness of principle/policy. Five means full understanding and adherence.*

Rating	0	1	2	3	4	5
Number of Responses	0	0	0	0	2 22.2%	7 77.8%

In 2021, three trustees answered 4 (33.3%) and six trustees answered 5 (66.7%).

**Question 7: The Stillwater Public Library Board of Trustees maintains an effective relationship with the library director, providing community perspective and support that will assist the director and staff to operate the library effectively.**

*Zero means no awareness of principle/policy. Five means full understanding and adherence.*

Rating	0	1	2	3	4	5
Number of Responses	0	0	0	0	0	9 100%

In 2021, one trustee answered 4 (11.1%), and eight trustees answered 5 (88.9%).

**Question 8: The Stillwater Public Library Board of Trustees provides a comprehensive evaluation of the library director in a manner required by the policies and procedures of the Board.**

*Zero means no awareness of principle/policy. Five means full understanding and adherence.*

Rating	0	1	2	3	4	5
Number of Responses	0	0	0	0	1 11.1%	8 88.9%

In the 2021 survey, the question was written as “The Stillwater Public Library Board of Trustees provides timely and meaningful evaluation of the library director in accordance with policy and procedures.” one trustee answered 4 (11.1%), and eight trustees answered 5 (88.9%).



# Stillwater

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## Public Library

**Question 9: The Stillwater Public Library Board of Trustees monthly meetings are well planned and organized with enough allocated time to complete business effectively.**

*Zero means no awareness of principle/policy. Five means full understanding and adherence.*

Rating	0	1	2	3	4	5
Number of Responses	0	0	0	0	0	9 100%

In 2021, nine trustees answered 5 (100%).

**Question 10: The Stillwater Public Library Board of Trustees understands the budget and provides effective oversight of the library's fiscal operation.**

*Zero means no awareness of principle/policy. Five means full understanding and adherence.*

Rating	0	1	2	3	4	5
Number of Responses	0	0	0	0	2 22.2%	7 77.8%

In 2021, three trustees answered 4 (33.3%) and six trustees answered 5 (66.7%).

**Question 11: The Stillwater Public Library Board of Trustees promotes, advocates for, and supports the library in the community.**

*Zero means no awareness of principle/policy. Five means full understanding and adherence.*

Rating	0	1	2	3	4	5
Number of Responses	0	0	0	0	2 22.2%	7 77.8%

In 2021, three trustees answered three (33.3%), two trustees answered 4 (22.2%), and 4 trustees answered 5 (44.5%).

### Question 12: Comments/Concerns

4 Answered/5 Skipped

1. The Library Board of Trustees is one of the best functioning bodies I have ever served on in the decades of working in the academic public sector. Members are collegial and friendly and all discussion points and actions are well documented. A very professionally run operation which serves the library well.
2. The Board has made much progress over the past several years in addressing advocacy and improving understanding of budgeting process.
3. We have made great strides and advocacy as a board, but there is still work to do on this. I'm sure that overtime advocacy will come naturally to all board members.
4. No concerns.

# Stillwater

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## Public Library

### **Question 13: Recommendations for future training**

3 Answered/6 Skipped

- Depending perhaps on the outcome of the national election, the board may benefit from some external training concerning book banning and other attempts to control the library collection.
- Presentation on the operation of the library and on personnel and roles of library staff.
- No recommendations.

**Agenda Items Details**

<p>AGENDA ITEM NAME &amp; BRIEF DESCRIPTION: <b>2025 Library Holidays/Closing Dates</b></p>																													
<p>OWNER: <b>Troendle, Director</b></p>	<p>PRESENTER: <b>Troendle, Director</b></p>																												
<p>REQUESTED AGENDA TYPE (A, I, D): <b>A</b></p>	<p>IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1<sup>st</sup> READ, 2<sup>nd</sup> READ/FINAL APPROVAL:</p>																												
<p>IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Approval of recommended holiday and staff training closing schedule for 2025</b></p>																													
<p>BACKGROUND/CONTEXT: The director recommends the 2025 closing schedule below for Stillwater Public Library. The schedule also includes a partial-day closure for staff training.</p> <table border="0"> <tr> <td>New Year’s Day</td> <td>Wednesday, January 1, 2025</td> </tr> <tr> <td>Martin Luther King Jr. Day</td> <td>Monday, January 20, 2025</td> </tr> <tr> <td>Presidents’ Day</td> <td>Monday, February 17, 2025</td> </tr> <tr> <td>Easter</td> <td>Sunday, April 20, 2025</td> </tr> <tr> <td>Memorial Day</td> <td>Monday, May 26, 2025</td> </tr> <tr> <td>Juneteenth</td> <td>Thursday, June 19, 2025</td> </tr> <tr> <td>Independence Day</td> <td>Friday, July 4, 2025</td> </tr> <tr> <td>Labor Day</td> <td>Monday, September 1, 2025</td> </tr> <tr> <td>Staff Training</td> <td>Monday, October 13, 2025 (closed until 2 PM; open from 2-8 PM)</td> </tr> <tr> <td>Veterans Day</td> <td>Tuesday, November 11, 2025</td> </tr> <tr> <td>Thanksgiving Day</td> <td>Thursday, November 27, 2025</td> </tr> <tr> <td>Christmas Eve</td> <td>Wednesday, December 24, 2025</td> </tr> <tr> <td>Christmas Day</td> <td>Thursday, December 25, 2025</td> </tr> <tr> <td>New Year’s Eve Day</td> <td>Wednesday, December 31, 2025</td> </tr> </table>		New Year’s Day	Wednesday, January 1, 2025	Martin Luther King Jr. Day	Monday, January 20, 2025	Presidents’ Day	Monday, February 17, 2025	Easter	Sunday, April 20, 2025	Memorial Day	Monday, May 26, 2025	Juneteenth	Thursday, June 19, 2025	Independence Day	Friday, July 4, 2025	Labor Day	Monday, September 1, 2025	Staff Training	Monday, October 13, 2025 (closed until 2 PM; open from 2-8 PM)	Veterans Day	Tuesday, November 11, 2025	Thanksgiving Day	Thursday, November 27, 2025	Christmas Eve	Wednesday, December 24, 2025	Christmas Day	Thursday, December 25, 2025	New Year’s Eve Day	Wednesday, December 31, 2025
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<p>REVIEWED BY COMMITTEE?:</p>																													

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>2025 Board Meeting Date Changes</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Lockyear, President</b>
REQUESTED AGENDA TYPE (A, I, D): <b>A</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL?  IF YES, NOTE STATUS – 1 <sup>st</sup> READ, 2 <sup>nd</sup> READ/FINAL APPROVAL:
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION: <b>Determine board meeting dates for August and November 2025</b>	
BACKGROUND/CONTEXT:  Board of Trustee meetings are generally held on the second Tuesday of the month at 5:30 PM. In 2025, two of these regularly scheduled monthly meeting dates need to be adjusted.  <b>August Meeting:</b> The primary election will take place on Tuesday, August 12. Per state statute 204C.03, public meetings are prohibited on election day between 6 and 8 PM. The board must consider alternate dates for the August meeting. The two options are Monday, August 4, or Monday, August 11. Additionally, the library plans to present to the City Council on Wednesday, August 6. If the board selects Monday, August 4 for its meeting, this date could serve as a practice run for the upcoming City Council presentation. The board may also consider canceling the August meeting at its July meeting if it is determined that no action is necessary.  <b>November Meeting:</b> Tuesday, November 11 is Veterans Day, a state-recognized public holiday. Per state statute 645.44, subd. 5, no public business (which includes public meetings) can be conducted on public holidays. Options to be considered for meeting dates are Wednesday, November 12 or Thursday, November 13.	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS:	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

## Report from the Library Director, Mark Troendle

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### Major Accomplishments

- A half-day of staff training and learning sessions was held on October 14. The schedule included training on our new AED (automated external defibrillator) units and compression-only CPR; a presentation from the Washington County social worker embedded in the Stillwater Police Department, along with his partner, a sergeant; a team-building activity aligned with an initiative promoted by the city; and staff presentations from most of the library's work groups, aimed at informing everyone about what we do, why we do it, and how all the pieces fit together to help the library function cohesively in support of our mission.
- On October 15, Craig Hansen, Elsbeth Howe, and Mark gave a presentation to the Stillwater Sunrise Rotary Club that was well received. In appreciation, the club will make a donation to Rotary's polio eradication effort that will immunize 15 children against polio.
- The terrace roofing project was substantially completed on October 17. The contractor performed the work efficiently and professionally. The terrace reopened to the public on October 18, after being closed for repairs since September 9. Due to the large number of perimeter cuts around the terrace, the roofers ran short of new pavers to finish the entire area; therefore, fifty-six old pavers near the Administration offices will be replaced with new pavers once they arrive. Additionally, a door threshold and wood trim still need to be reinstalled by a subcontractor in one location.
- Abrahamson Nurseries transformed the 4th Street garden and adjacent areas along the building on October 14. What were once unsightly weed beds have now become beautiful spaces that help create a more welcoming entrance. The Huelsmann Foundation and the Facilities Committee made this improvement possible.
- If you've recently entered the library from the 4th Street side, you may have noticed that the large pot by the double doors has been replaced with a smaller one that better complements the architectural style of the building. A big thank you to Pat for swapping out the pots and adding festive touches appropriate to the season.
- On October 29, the IT staff transitioned the library (and all city departments) to a new phone system, the first time this has happened in seven years. The transition was relatively seamless.
- Library staff have been working with IT to determine the preferred functionality requirements for staff computer replacements. Final decisions were made in October, enabling IT to place the order in time for delivery this year.
- Four Library Corner articles were written and published in October.
- The October issue of ShelfLife was published on October 2.

### Heads-Up

- A tour of the library for the city's new Community Development Director, Danette Parr, is scheduled for mid-November. The library looks forward to strengthening and expanding collaborative opportunities whenever possible.
- Starting next year, the Library Foundation will reduce its board meetings from 11 to eight, meeting in January, March, April, June, July, September, October, and December.

### Near-Term Future Focus

- Completing HR-related onboarding paperwork and processes for a new Library Associate and Substitute Associate, both of whom are anticipated to start early next month.
- Drafting a final progress report for a 2024 grant, due December 31; and preparing a new grant application, due January 15.

## October Adult Programs and Activities

### Art & Music

- **Pumpkin Reflection in Acrylic with Karen Chan:** 25 student artists created a seasonal work of art with Teaching Artist Karen Chan on Thursday, October 17.
- **Unwrapping Music, Movie Musicals with MacPhail:** 13 attendees learned about highly-stylized movie musicals on Wednesday, October 30. This was funded by the Minnesota Arts and Cultural Heritage Fund, also known as Legacy Funding.
- **Painting on Glass with ArtStart:** 13 participants created and took home a glass work of art of their own creation on Saturday, October 19. This was funded by the Minnesota Arts and Cultural Heritage Fund, also known as Legacy Funding.
  - 100% of evaluation responses indicated that attendees learned something new and planned to use what they learned after the class.
  - 58% of evaluation responses indicated that attendees developed a social connection by attending the class.

### Book Clubs & Literature

- **Mystery:** 7 participants had a lively conversation about [psychological thrillers](#) and what qualifies as a psychological thriller. A new member joined the book club.
- **New SHELF Indulgence Book Club announced to begin in 2025:** Library Associate Karen Karason will lead the group as they read their way through [Stillwater's Book Club Kits](#).
- **Authors on the Road to Publication:** 35 attended the fiction and nonfiction author panel event on Wednesday, October 23. Library associate Karen Karason hosted and moderated a conversation with authors Scott Dominic Carpenter, Mindy Mejia, Kathryn Savage, and Lindsay Starck. The panel engaged the audience through a series of moderated questions and then answered additional questions from the audience. Valley Bookseller sold a box of books and will continue to partner with the library for future author events. Positive feedback was shared by attendees, authors, and Valley Bookseller:
  - "It was an excellent program with good questions and clear, concise answers."
  - "I appreciate the event! And the moderator (can't remember her name) was fantastic!"
  - "There was such good energy in the room last night and I thought the questions, organization and thoughtfulness in putting it together really came through. We look forward to future library events and hope you'll reach out anytime." –*Gretchen, Valley Bookseller*
  - "The event was fantastic! Beautifully organized, engaging, thought-provoking. Your questions were fantastic, and I appreciate all of the work you put into preparing and publicizing the panel. There were so many people there! I was really impressed." –*Lindsay Starck, author on panel*
  - Attendee made verbal comment to staff that she has been at many events like this in the past, and this one was the best she's been to.
  - Staff received feedback from several attendees that they would like to see more literary programming, including author events (readings and/or interviews), writing classes, and writing groups.

### Lifelong Learning

- **Tech Help:** Each appointment was filled, with 4 participants total attending an appointment. During the 1:1 sessions, patrons received assistance with Google accounts, including account recovery, email management, password management, and cybersecurity.

- **Monday Meditation:** 3 sessions were offered on Monday afternoons throughout the month. Total attendance from sessions was 20.
- **Medicare 101 with Trellis:** 14 participants learned more about Medicare from [Trellis, the designated Area Agency on Aging](#) for the Twin Cities metro counties and a partner of [Senior LinkAge Line](#).
- **Native Plants: Harvesting, Cleaning and Storing:** 10 participants learned about caring for Native Plants from a Washington County Master Gardener on Tuesday, October 22. Participants enjoyed the combination of lecture and hands-on learning where they were able to clean seeds and practice what they had learned. Participants were very engaged and the presenter generously stayed for an additional 30 minutes of questions at the end of the event!

### Displays and Outreach

- **Adult nonfiction display** in honor of National Book Month and National Reading Group Month.
- **Estates at Greeley:** Library Associate Kaytee Estall shared a selection of fiction and nonfiction titles with 5 residents.
- **The Lodge:** Library Associate Kaytee Estall shared a selection of Large Print titles for residents to browse. 6 residents borrowed materials and expressed excitement that Large Print is available because it allows them to read again.

### St. Croix Collection

- **Monthly Visits:** 12 users signed into the St. Croix Collection in October, including 9 residents of Stillwater and 3 visitors.
- **Research topics and sources:** Lily Lake ice factory history, local family histories, and criminal justice during Minnesota's frontier period.
- **Genealogy Help 1:1:** On Saturday, October 26 the genealogy appointment was filled.

### Photos from October Adult Programs



*From Left: Authors Scott Dominic Carpenter, Mindy Mejia, Kathryn Savage, and Lindsay Starck. Library Associate Karen Karason.*



*Karen Karason greets attendees*



*Karen Chan Pumpkin Reflection in Acrylic*



*Author Lindsay Starck and Library Associate Karen Karason*



## Report from the Youth Services Supervisor, Angela Petrie

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### October Programs and Activities

#### Early Literacy (0-5)

- Ten Preschool Storytimes (559)
- One Second Saturday Family Storytime (37)
- Five Baby/Toddler Storytimes (278)

#### School-aged (6-12)

- Family Engineering Night with The Works Museum (60)
- Nature at STILLWATER Library: Falconry and the Peregrine Falcon Story (19)
- Nature at BAYPORT Library: Falconry and the Peregrine Falcon Story (23)
- Writing Contest and Author Event with Erin Soderberg Downing
  - 15 submissions
  - 55 attended the author event
- Two Chess Club sessions (21)
- Clay Bugs with Silly Millies (24)
- Amazing Animal Adaptations with Carpenter Nature Center (23)
- One LEGO Club (13)

#### Teen (12-17)

- Babysitting Safety Course - part 1 with Hudson YMCA (5)
- Babysitting Safety Course - part 2 with Hudson YMCA (5)

#### Children's Drop-in Activities

- ROBOTS! Scavenger Hunt (353)
- Apple Pie Family Discovery Room Feedback -
  - *It was our first visit and we were surprised and impressed with the setup. The quality of the toys was amazing and there were so many fun little things for us to do!*

#### Teen Activity

- Have you ever heard of these strange October holidays and can you name one not on the list? Examples: Taco Day (10/4), Ada Lovelace Day ((10/8), Wear Something Gaudy Day (10/17), Sourest Day (10/25)

#### Outreach

- New Heights
  - Every Tuesday, alternating between grades 2 – 5 (29 students) one week and grade 6 (16 students) the next.
- Lake Area Discovery Center (LADC) Storytime with Miss Kim (45)

The October 5 session marked the conclusion of the Naturalist in Residence Program. Andy Weaver captivated attendees with engaging stories and shared his extensive knowledge of the natural world in the St. Croix Valley. Drawing on his over 30 years of experience as a biology teacher at SAHS, he provided a unique and insightful perspective on the region's nature. It's clear that there is strong demand for Mr. Weaver to offer additional library programs!

#### **Here's what people had to say about Mr. Weaver-**

- *Andy Weaver is a great teacher and gives purposeful and clear education.*
- *Great instructor - very enthusiastic. Helped connect us to the place where we live.*
- *Mr. Weaver has so much knowledge about falconry and raptors. My family really enjoyed his program.*
- *Mr. Weaver was incredibly detailed and engaging. We learned a lot and it has sparked a new excitement for study of the birds in our area.*
- *The presenter was extremely knowledgeable and engaging and the librarian was knowledgeable about where to find books that related to the content which was being shared and she was also very friendly.*
- *Hands on learning. Loved the plant press. Great depth of knowledge and enthusiasm.*
- *Excellent instructor. Engaging presentation. Fun to visit a new place.*

#### **What about the program is memorable?**

- *Identifying invertebrates and plants. Learning the differences between raptors and some techniques for hatching and training them.*
- *Putting on waders to use dip nets in Browns Creek.*
- *Tasting fresh honey.*
- *Checking mist nets.*
- *The little bits of information that I didn't know already, like the egg and feather facts. And I enjoyed hearing about his own birds.*
- *Learning about all the different bugs and the ability to explore on your own in other natural spaces to share what you learned and how to identify them.*
- *The scuds, dobsonflies, waders, water quality tests*
- *He had interesting specimens ready for us! We saw the connection between water chemistry and stream ecology. We loved knowing how to access the creek, too.*
- *It was so much fun. We already had gone mucking before at streams with other naturalists and this was the first time we learned something new, got to test the water quality using science and he caught a variety of bugs and creatures to study. We learned new information about the prairie and natural plants and the birding was focused on how scientists track birds and band them so we know what birds are in Minnesota, not just identifying birds or looking through books, we had the pleasure of looking at birds and types of birds, their adaptations and what makes them special.*
- *I loved the local insights on these aspects of nature study. His knowledge and personality were completely engaging. My kids came away with fun souvenirs and know-how at the end of each time. We would truly recommend the programs to our friends (and did!).*

#### **Upcoming Programs**

- [Space Art with the Bell Museum](#) – Saturday, November 2
- [You and Me: Mindful Connections for Families](#) – Thursday, November 7
- [Cooking Up Adventure - Fruity Fun!](#) – Monday, November 18
- [Petite Concert](#) – Tuesday, November 19
- [Puppet Show: "The Gingerbread Man, a.k.a. Super-Cookie!"](#) – Wednesday, December 4
- [Introduction to Fantasy Writing - A Loft Literacy Center class for Teens](#) – Saturday, December 7

- [Second Saturday Puppet Show: "The Gingerbread Man, a.k.a. Super-Cookie!"](#) – Saturday, December 14
- [Silly Millies: Snow Globes](#) – Saturday, December 21
- [Silly Millies: Snow Globes for TEENS](#) – Saturday, December 21



**YOUTH SERVICES  
OCTOBER 2024**



**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Executive Committee Report</b>	
OWNER: <b>Executive Committee</b>	PRESENTER: <b>Executive Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b>
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p><b>Committee:</b> Executive  <b>Date:</b> Monday, October 7, 2024, 4 PM  <b>Location:</b> Margaret Rivers A, Stillwater Public Library  <b>Present:</b> Pat Lockyear, Craig Hansen, Dana Weigman, Mark Troendle</p> <ol style="list-style-type: none"> <li><b>2025 Calendar</b> Adjustments are needed to the Trustee meeting calendar for August and November 2025 due to scheduling conflicts. It is recommended to reschedule the August meeting to either Monday, August 4th or Monday, August 11th. Additionally, a decision whether to hold an August meeting could be determined at the July board meeting. For the November meeting, suggested dates are Wednesday, November 12th, or Thursday, November 13th.</li> <li><b>Director’s Goals from performance evaluation</b> The committee reviewed the proposed goals and agreed they are SMART and represent important priorities for the upcoming year.</li> <li><b>Terrace Enhancement</b> The facilities committee will take the lead on the plan for the terrace once construction is complete. Possible community expertise for developing a plan could come from an Ivy Club volunteer or partnering with a Century College design class.</li> <li><b>Trustee Vacancies</b> Currently, there are only two applicants for vacancies occurring in January. Staff and current trustees are actively encouraging community members to apply. Weigman suggested referring to the list of friends and supporters developed during the advocacy training session in 2022 for potential candidates.</li> </ol> <p>Next meeting: November 4<sup>th</sup> at 3:30.</p>	
ATTACHMENTS/SUPPLEMENTARY DOCUMENTS	
PREVIOUS ACTION ON ITEM:	
REVIEWED BY COMMITTEE?:	

**Agenda Items Details**

AGENDA ITEM NAME & BRIEF DESCRIPTION: <b>Library Advocacy Committee Report</b>	
OWNER: <b>Library Advocacy Committee</b>	PRESENTER: <b>Library Advocacy Committee</b>
REQUESTED AGENDA TYPE (A, I, D): <b>I</b>	IS THIS A POLICY OR SIMILAR DOCUMENT FOR APPROVAL? <b>No</b>
IF ACTION ITEM, PLEASE DESCRIBE REQUESTED ACTION:	
<p>DESCRIPTION:</p> <p><b>Committee:</b> Advocacy  <b>Date:</b> Wednesday, November 6, 2024, 4 PM  <b>Location:</b> Conference Room, Stillwater Public Library  <b>Present:</b> Goeltl, Hullander, Howe, O'Brien, Simon  <b>Absent:</b> None</p> <p><b>Agenda Item 1: Review of September Minutes</b>          Committee approved.</p> <p><b>Agenda Item 2: Updates from Trustees, Friends, Foundation, Staff</b></p> <ul style="list-style-type: none"> <li>• Trustees: Simon shared that the board is currently accepting applications for the Board of Trustees. A recent social media post discussed the board openings and featured Simon. A past post, during Friends of the Library week, featured Hullander.</li> <li>• Foundation: Howe noted that Gift to the Max Day is Thursday, November 21, with giving occurring all month. Preparations are underway for the year-end appeal to donors. Howe continues as the library representative for Leadership in the Valley.</li> <li>• Friends: The used book donation drive is on November 9. The book sale is November 13 - 16.</li> </ul> <p><b>Agenda Item 3: Review of Outreach, Possible Calendar Dates, Library Stories</b></p> <ul style="list-style-type: none"> <li>• Committee reviewed past and upcoming outreach opportunities, calendar dates, and library stories.</li> <li>• Bevin O'Brien volunteered to staff the library's shared booth with Bayport at DaVinci Fest on January 25, 2025, at Stillwater Area High School.</li> </ul> <p><b>Agenda Item 4: 2024 Project Updates</b></p> <ul style="list-style-type: none"> <li>• The "welcome to new residents" mailing project will begin on November 7. Greeting cards, sample messaging, calendar insert, and mailing lists are prepared. Susie Danielson is coordinating a group of volunteers to hand-write the notes. This initial mailing will be targeted to 450 movers.</li> </ul> <p><b>Agenda Item 5: Polco Survey Results</b>  <i>June 2024 Polco Survey Summary:</i>          The library's June 2024 Polco survey was focused on library programming and communications. While prior year June surveys also focused on programming, the questions were more targeted to COVID and in-person/virtual events. This year's questions were revised to better assess current programming and communication needs. The library received 154 responses to the survey. This was higher than the city average of 85-100 responses. While individual responses are not indicative of everyone, they can provide helpful directional information for the library, especially when assessed over time. This survey will be repeated in June 2025. Survey results are attached.</p>	

- 93% of respondents said it was very important or extremely important for our community to have access to free library programs.
- 75% of respondents agreed or strongly agreed that they or someone in their family benefited from attending a Stillwater Public Library program during the past year.
- 79% of respondents felt informed about upcoming library programs and events.
- Respondents indicated that they stay informed about library programs through a variety of mediums. Electronic communications (website, e-newsletter, and social media) ranked the highest.
- 69% of respondents reported occasionally or regularly sharing information about the library to friends and family
- 49% of respondents reported occasionally or regularly visiting other Stillwater attractions and businesses before or after a trip to the library.
- The open-ended questions regarding ways to help improve programs/services and ways to better promote programs/services generated many responses.

*November 2024 Polco Survey:*

The committee reviewed the survey questions for November 2024. These questions are more broadly focused on the value of the library. The survey will be sent out by the city through Polco around November 18. The library will also provide a link to the survey on the website and social media pages. Survey questions are attached.

**Agenda Item 6: Review of Library Online Metrics**

Simon shared that she met with Goeltl and Foslien in October to review library online metrics and assess the library's social media strategies. The following topics were discussed:

- Benefits of social media use
- Social media channels/approach
- 2025 social media trends
- Library social media strategy
- Facts about today's social media
- Accounts to follow and observe

**Next Meetings:**

*December:* The next meeting is Wednesday, December 4, 2024 at 4 PM. The committee will begin preparing a recap of 2024 activities for the board.

*January:* The committee typically meets on the first Wednesday of the month from 4-5 PM. The January meeting would fall on Wednesday, January 1, 2025, when the library is closed. The January meeting will be moved to Wednesday, January 8, 2025. The January meeting will finalize the 2024 recap and will be a planning session for 2025. Two areas of focus will be: 1) developing a framework for library outreach at events and to community groups, and 2) developing a plan for the project to document and share library stories.

ATTACHMENTS/SUPPLEMENTARY DOCUMENTS

June 2024 Polco Survey Results  
November 2024 Polco Survey Questions

PREVIOUS ACTION ON ITEM:

REVIEWED BY COMMITTEE?:

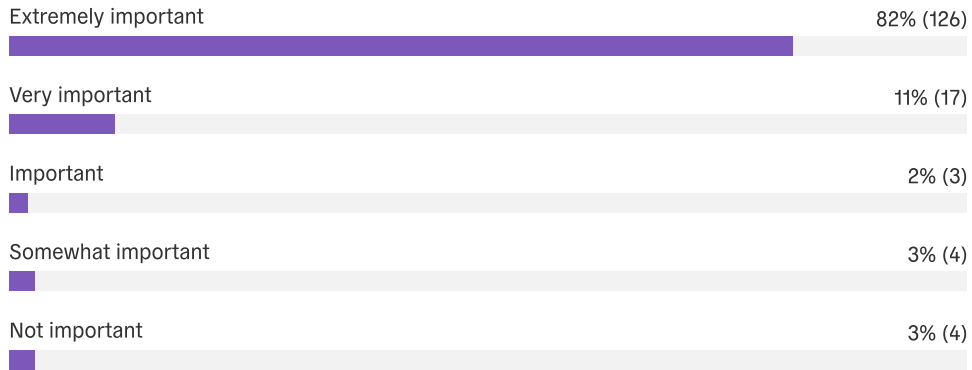


## June 2024 - Stillwater Public Library

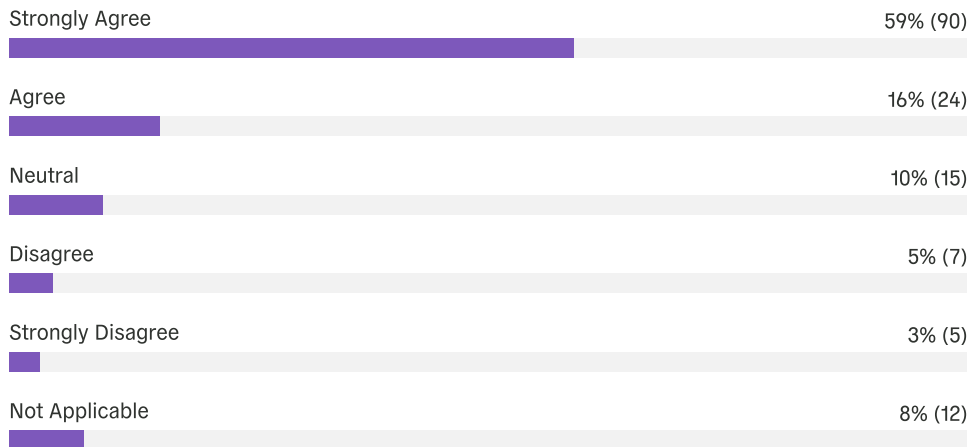
Survey Results  
FINAL

08/13/2024

**How important is it for our community to have access to free library programs?**



**How strongly do you agree or disagree with the following statement: I, or someone in my family, have benefited from attending a Stillwater Public Library program during the past year.**





## What's one thing we could do to help improve library programs or services for you

Look for ways to lower operating costs. Or increase revenue.

Can't think of anything

More books

More author / popular new book talks

Would love to be able to rent things like small appliances or tools. Would also love kids events from 4:30 - 5:30 more often or on weekends for working parents.

Offer adult programs via Zoom as well as in person

It is just a timing thing for me, not lack of interest. I haven't had a lot of time to access fun events at the library.

Senior continuing education classes

Longer hours

Have more digital copies of books. They seem to be checked out for weeks every time my wife looks

I don't even know what the library offers.

More learning opportunities during the day

I'm happy with the current services.

Libby app is difficult to use

Continue to program. I don't also know about the programs and there are so many good ones!

More opportunities for genealogy supp

Not sure

Build a stronger Friends of the Stillwater Public Library group that would build on community support and involvement in library programs and fund-raising.

advertise better via electronic options

Increased financial support.

as senior citizens we are finding that the library is quite cold for us

Have more things that appeal to Old Guys (Women, too) — I'm 85+

NA

Provide access to home improvement assistance via free professional advice.

Better marketing

Really enjoy being able to use the library for community events and meetings.

Have a greater social media outreach to explain what is available

not sure

Continue offering a variety of programs

Requests for the library to buy books should get a reply - whether you're going to buy it or not and if not, why. Lapsed holds should be able to be viewed in self-service "my account."

Sunday hours

Return Sunday hours year long

nothing, you do a great job of programming and providing services

I'm happy with them as they are

None. We love the current services

More activities for pre-k and k

Be open earlier and/or later :)

Close it and save the tax money

Continue to offer DVD's

Vending machines with coffee. Board game nights.

Offer more weekend programming for seniors

Work with the local public school librarians to promote classes, etc?

Nothing, except more. My children love the art & STEM classes

Make news about events easier to find.

More programming for tweens

I understand needing to sign up for certain events, but I feel like the ones you need to sign up for are harder to discover and therefore, we always miss them. Not sure if people that get in just constantly watch the web site, but I've successfully made it into one, but more often get bummed that they're already full or see them posted on Facebook after they've happened.

n/a - we love everything my kids have participated in

Better bike racks outside and, PLEASE, add some bike parking space inside the garage. <3 It's a bit crazy if you think about it how much space/convenience there is for cars, and how little there is for bikes.:')

Nothing - our library is perfect.

no improvement ideas

Keep your hours and services in tact—please don't cut anything! My family loves the Stillwater Library!

I think the current services offered are great!

More shaded seating on the terrace

More time options.

No improvements needed. I love the availability of both physical and digital books.

This library used to have a greater selection of classics and works of history and philosophy, but had discarded many of these works. Please bring them back.

More adult learning programs

Get more large-print books. Our selection is awful.

Add a couple more evening adult programs

Skip the offensive LGBTQ+ and BLM Marxist material

The dates/times of most events I'm interested in are inconvenient, like a weekday afternoon. Events held after 5pm or on Saturdays would be nice.

More fair access to program registration

We just need to always know about them ahead of time. Sometimes when we get the Gazette, we read about something we would have liked to know about earlier. If we've been IN the library, we do check the board for upcoming programs.

Have some respect for quiet. Babies crying, children screaming/having tantrums -- I don't work in the lower level anymore. Most of the librarians don't even use an inside voice, and could care less that you are hearing every detail of their personal conversations. Don't call it a library; call it a community center for children with books. I understand if you want to have some area where children don't have to be quiet, but designate that part, and don't make it so that you can hear screams over the whole library. And tell your librarians that it's rude and inappropriate to have no regard for those who are there to work without having to be distracted by the loud, crystal-clear personal conversations around them. It's a shame because the library is beautiful and historic; what a disrespect to make it a Kindercare. And FYi I am not a grumpy old man, but a former female teacher, lest you be tempted to stereotype.

More activity for seniors 10am3pm.

Don't know at this time.

More material.

It has been great

More Spanish books for young children

More children's events/programs in the early evening or weekends (for parents who work full time).

Not sure. You seem to be doing all the right things. Various times, days, etc. Why more people don't show up surprises me. More publicity? Posters in certain areas? EX posters in toy stores for children's programs. A city bulletin board where things could be posted (behind glass) on Main Street somewhere??

Better after your book drop

More teen exclusive events

I can't think of anything!

More programs for elementary aged children. Similar to a stort time but meeting when school is not in session

Better support spaces for working

I love the adult activity classes like tai chi and yoga. Continued yoga classes would be fantastic. Erin was a wonderful yoga instructor. Other offerings like Zumba or some other movement or dance would be fun. Thank you!

Promote on your Facebook page

Continue posting on social media- that's what I check most frequently

Recently, I am having problems returning Kindle books early. If there is someone waiting for the book I always could in the past but now it doesn't work.

Our last library had access to Hoopla for library card holders. It was nice to get Hoopla's digital resources without long waiting lists. A library of things would be great too,

Add more physical copies of books (beyond just e-books)!

Be open later and every day

More reading challenges on beanstack for adults!

More hours

More Spanish audiobooks on Libby

Newer signage at points of access such as the garage book + drop, the elevator, computer stations

More kids summer programs - especially ones that encourage reading. The summer reading program is great, but has less motivation for reading books as the free book is right at the beginning.

Seniors programs

fddsfdsfgfd

You are doing a fantastic job.

Please be faster about ordering new release books and please order a few copies instead of just the one. I watch the new books and request as soon as able, and still wait two or three months for a new release to be on hold. Thank you!

More ebooks to reduce waiting time

better whiteboards in study rooms

I see no improvement needed.

Nothing

More flexibility with times. (Not same time each week. Evening & weekend classes) often what is available for my kids age group doesn't meet with other activities like sports/school etc. but we would attend if we were available. I really enjoy the take home stem activities vs a class because more people an participate.

make it easier to find things in the online catalogue

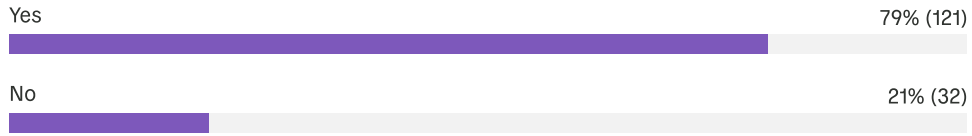
Keep Sunday hours during the school year

We are so lucky now, keep the funding strong

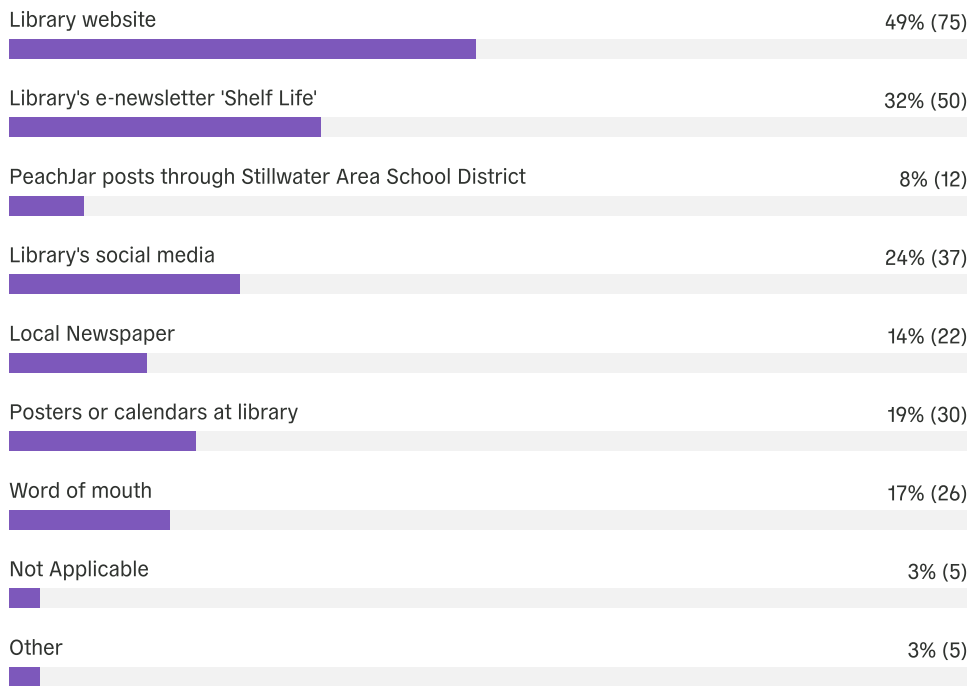
sell the building, lay off the staff. Save the money to pay off debt.

Allocate more funding and advertising

**Do you feel informed about upcoming library programs and events at Stillwater Public Library?**



**How do you stay informed about upcoming programs and events?**



## What's one thing we could do to better promote and communicate library programs or services to you?

Nothing I can think of

More prominent displays or events/services

Include notifications when requesting or picking up borrower books

I didn't know there was a newsletter - I'll sign up for that!

Make sure website functions better on mobile devices

Not sure

Facebook events page (maybe there is one and I just haven't joined it yet).

I know very little about the library and have never been. I blame myself mostly, but I think a public library is a very important resource.

Email

I can't think of anything now.

?

Not sure

I'm pleased w/the current options

Post more events on Facebook

I think you already do a good job! Facebook events are a common place I and others go to find activities for our kids though.

See answer to Question 3

I think you do a pretty good job, as is, however, maybe the library Director could make himself (and the library) a bit more visible by promoting the library to social clubs ( Lions, Optimist, both Rotaries, etc); he is, after all, a personable guy w/a great story to tell

NA

Mail info

Would like to be on the library email distribution list to learn about programs and services.

I'm not sure

more info/awareness about Library's e-newsletter 'Shelf Life'

put notices of events up at local coffee shops and bookstore

None

More advance notice

More info on social media and emails :)

Include more info in the Quarterly Stillwater City Newsletter.

Unknown

Consider offering a Bookmobile program to circulate amongst all the senior living facilities in the area. Most seniors have little access to the library, as their weekly van outings are used for either medical or shopping, which they also need. It would be wonderful to bring the library to them. Outreach programs to this community would be next on my wish list, if budget could ever allow for it.

Unsure

Email

Use more social media.

...

Better use of social media for events and programs.

instagram

n/a

Get me signed up for the newsletter!

nothing

Nothing! You're doing great already.

Hmmmm...more social media presence?

I didn't know about newsletter. Better promotion of that?

Nothing else is needed. I feel very informed.

Hm; what about a table at farmer's markets/events/Lumberjack Days?

Email list

Have a public meeting once a year, perhaps both live and virtual, to solicit public comments about improving library programs and services. A board meeting is not enough and does not welcome people.

Nothing

Email reminders

Maybe the ShelfLife could list upcoming events even sooner than they do. It would help plan ahead for those who travel a lot.

They are communicated clearly.

Not a thing.

More activities for seniors

Don't know.

Partner with adjacent organizations to offer a broader variety of programs.

See note above... Maybe in local free paper? Gazette? At the end of Council news and notes?

The e-newsletter works for me!

It seems easier to find info for kids programming, I'd love more info about book clubs, etc., for adults too.

Have events on library home page, or a link. Current link for Washington County calendar is hard to navigate

An option to sign up for text reminders for classes\events of interest.

Targeted contact lists for types of programs ( craft, children, book groups..)

Adding links in social media posts to specific programs or activities is helpful. For example, I know a post about this survey was made but it would have been easier to have a link in the post to get to it (versus searching it out on the library's website). I would have forgotten to do it had I not happened to go the website to check hours).

I read a lot of online news I'll investigate the "Libby" offerings for the magazines, etc. Stillwater Library offers; get me to join the Facebook group

Have programs advertised on emails or posters earlier. By the time I see them in the community newsletter or online they are often full, especially the kids programs.

Seniors programs

I wish we had a good local newspaper as many decades ago. It was so easy to find out what was going on locally in the free newspaper calendar section. I don't use social media and rarely find out about events happening in Stillwater. With so many different online platforms, it is very inefficient trying to find out about local events.

sdfsdfsd

You are doing g a fantastic job!!!!

Nothing - All I need to know is readily available and presented well.

posters not just at the library

I see I can sign up for newsletter and I think that a great offer and I will be doing it.

The book sale

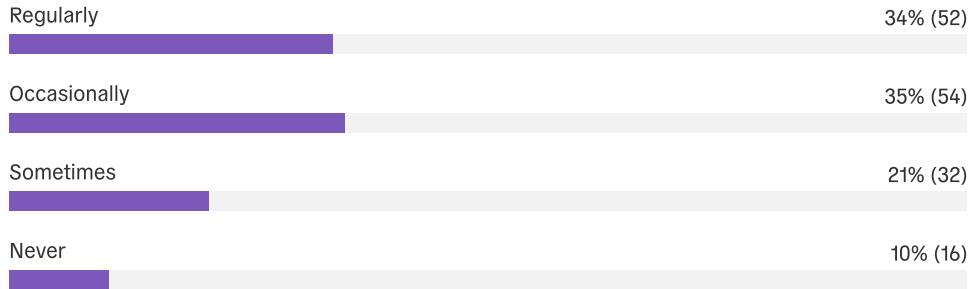
Monthly event list emailed to patrons?

put them on Next Door or Facebook and ask people to "follow" you on social media accounts

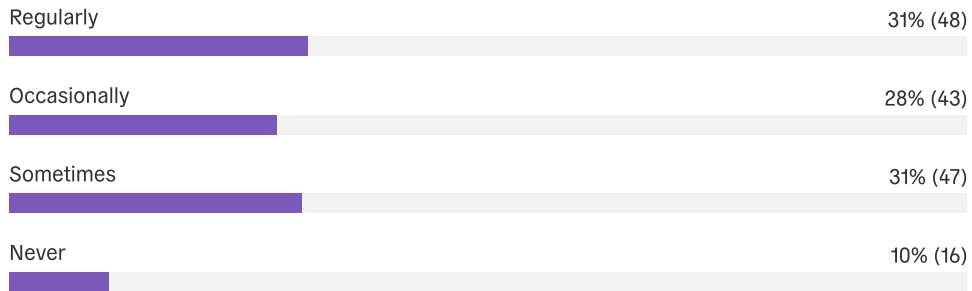
I feel well informed

none

**How often do you share information about the library to friends, family, etc.?**



**Do you visit other Stillwater attractions or businesses before or after visiting Stillwater Public Library?**



# Stillwater

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## Public Library

### November 2024 Polco Survey Questions

1. What do you value most about Stillwater Public Library? Please rate the following factors based on their importance to you, using the following scale:

- Extremely important
- Very important
- Important
- Somewhat important
- Not important

	Extremely important	Very important	Important	Somewhat important	Not important
Availability of staff to provide research assistance, tech help, connections to community resources, etc.	□	□	□	□	□
A welcoming space to relax, explore, study, read or socialize	□	□	□	□	□
A place to borrow materials, such as books, music, movies, Wi-fi hotspots, etc.	□	□	□	□	□
Library programs	□	□	□	□	□
Meeting room access	□	□	□	□	□

2. How strongly do you agree or disagree with the following statement:

I feel welcome at Stillwater Public Library.

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

3. Do you feel that Stillwater Public Library provides valuable resources for lifelong learning and education?

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

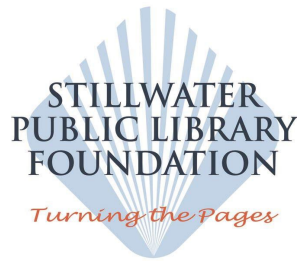


# Stillwater

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## Public Library

4. Do you think Stillwater Public Library effectively reflects the diverse needs and interests of our community?
  - a. Strongly Agree
  - b. Agree
  - c. Neutral
  - d. Disagree
  - e. Strongly Disagree
  
5. Do you believe Stillwater Public Library is a valuable community space for meetings and events?
  - a. Strongly Agree
  - b. Agree
  - c. Neutral
  - d. Disagree
  - e. Strongly Disagree
  
6. How would you rate the impact of library services on your personal or professional life?
  - a. Excellent
  - b. Very Good
  - c. Fair
  - d. Poor
  
7. How would you rate the overall importance of Stillwater Public Library in our community?
  - a. Extremely important
  - b. Very important
  - c. Important
  - d. Somewhat important
  - e. Not important
  
8. In what ways does Stillwater Public Library contribute to the well-being of our community? (Free text)



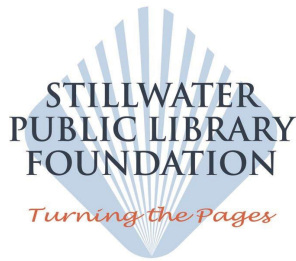
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Stillwater Public Library Foundation  
Board Meeting Minutes  
**Friday, September 27, 2024, 8:30am - 10:00am**  
Stillwater Public Library Conference Room or Virtual\*

**Members Present:** Roger, Mary Ann, Summer, Sandie, Erin, Mark, Kevin  
**Absent:** Ryan, Drew  
**Remote:** Dustin, Jeneane, Shawn  
**Staff Present:** Elsbeth, Annette

1. **Call to Order** Summer called the meeting to order at 8:32 am
2. **Adoption of Agenda**  
Motion Erin/Sandie accept the agenda as presented, approved.
3. **Minutes:** [Approve last meeting's minutes](#) Motion to approve Kevin/Jeneane. Motion carried.
4. **Reports**
  - a. President Report - will cover in Events and Marketing
  - b. [Library Director Report](#) - Highlights from the report.
    - i. City Council approved budget as presented. An increase of 5.9% Thank you to the Foundation and Advocacy Committee for their support
    - ii. Terrace opening - tentative date October 24.
    - iii. October 14 - library closed until 2p.m. for staff training
    - iv. Partnering with Trellis to offer Medicare advising 1:1 counseling the first Monday of every month, 10-2
    - v. Hired a substitute custodian. In process of hiring a new library associate. Using neo.gov platform to post positions. This is a new platform for us and seems to be a good match for soliciting applicants.
    - vi. Tentative date of Oct. 14 - working with Abrams Nursery to redo the 4th Street garden area. This is funded by Huelseman Grant.
  - c. Treasurer Report
    - i. [P&L YTD, P&L Month, Income Statement, & Balance Sheet](#)
      1. August isn't a heavy activity month. The Impact Report mailing was the largest expense in August.

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2. Year-to-Date income \$871,998, which includes the estate gift this year. The second quarter investment income will be posted in the next statement.
  3. Balance Sheet - change reflects a payment to the library.
- ii. Action Items
1. Draft [Financial Policies](#)
    - a. Jeneane followed up with First State Bank and the investment manager is comfortable with a 4.5% spending policy and the guidelines for calculating in the policy.
  2. Draft [Accounting Manual](#)
    - a. The Treasurer duties have been added to the Manual.

**Motion to approve the financial statements as presented. Kevin/Erin. Motion carried.**

**Motion to approve the Financial Policy as presented including the change of signatories noted in the Policy. Kevin/Sandie. Motion carried.**

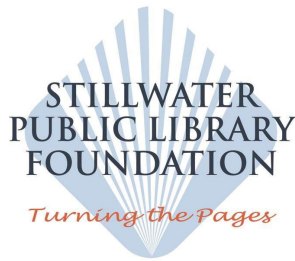
**Motion to approve the Accounting Manual Kevin/Sandie. Motion carried.**

3. New Foundation Bank Account Signers (Treasurer & Executive Director)
  - a. A Resolution to change signatories to add new officers in the role of board president, treasurer, and executive director and remove previous signers.
  - b. This resolution will need to be passed each time any of these positions change.

**Motion to approve the resolution of bank signatories. Removal of Dustin Moeller and Shawn Glaser. Adding Elsbeth Howe and Jeneane Flipp so signers will be Summer Seidenkranz, Elsbeth Howe and Jeneane Flipp. Kevin/Dustin. Motion carried.**

- d. [Events & Marketing Report](#)
  - i. Townie Tuesday went well. Raised \$243 from food and raffle sales. We're waiting on the amount from Lift Bridge. Board agreed we should do this event next year.
  - ii. River Valley Co-op Round-up amount isn't known yet.
  - iii. Give To the Max Day November 21.

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- iv. Looking to a Legacy Gift event in 2025.
- v. Working with the library on guidelines for communication.

e. Board Updates

- i. Friends are getting ready for fall book sale, beginning November 13. There will be one donor day (November 9), instead of two. Working with Sentence to Serve again this year.
- ii. Friends are the October Round Up beneficiary at River Valley Community Co-op.

f. [Executive Director Report](#) - Highlights from the report

- i. The Volunteer Appreciation event was very successful.
- ii. We'll be creating an annual calendar
- iii. Elsbeth will be completing a conflict resolution course.
- iv. Impact Report- no errors or complaints have been communicated
- v. The Hugh J Andersen Foundation is requesting additional information about our grant request.
- vi. Continuing to meet with lapsed major donors. It's challenging to arrange the meetings, but when able to connect it has been very beneficial.
- vii. Leadership in the Valley has started and going well so far.
- viii. Financials - without the bequest, we've raised about \$82,000.
- ix. Congratulations on the newsletter. Have print outs and a sign-up sheet at the next Wednesday coffee.

**5. Old Business:**

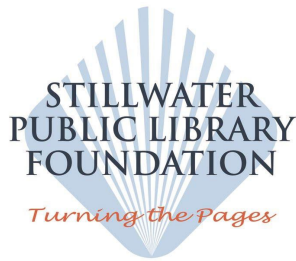
- a. Donor contact and selection - thanks to everyone for helping with this task. Please remember to update the form with results of your contact. [FORM](#)

**6. Action Items:**

- a. Review Foundation Bylaws (1st reading)
  - i. [Copy with tracked changes and comments](#)
  - ii. [Revised copy of bylaws](#)
    - 1. Review before the October meeting so we can vote. Two things to note:
      - a. Election of officers was moved to the last meeting of the year.

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b. Past President role information will be revised. ACTION: Elsbeth will revise and email to the board as a separate document from the board materials.

- iii. [Board Authorization for Huelsmann Foundation 2025 Grant Request](#)
1. Huelsmann requires a board approval before grant requests are accepted.

**Motion to authorize a grant request to the Huelsmann Foundation. Roger/Jeneane Motion carried.**

- iv. Select Akins Henke as 2025 audit firm (\$9,250 estimated cost)
1. Dustin shared this is the firm that did the audit two years ago. At that time the finance committee did an interview process and selected Akins Henke as the vendor. The finance committee was pleased with their work and feels their cost estimate is fair, so recommends continuing to work with Akins Henke.

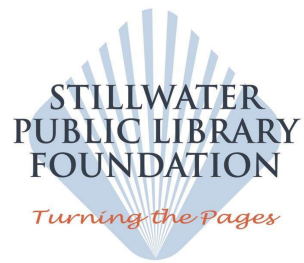
**Motion to select Akins Henke as the audit firm for 2025. Shawn/Jeneane. Motion carried.**

## 7. Discussion/Topics for Future Discussion

- a. [Stillwater Public Library Naming Rights and Donor Recognition Policy](#)
- i. This is a new policy for the library. Mark researched previous policies and realized the library needed a better framework as we consider future capital campaigns. The library trustees are the statutory authority for the building, so would be the entity executing the policy. This is informational for our board as we will be involved with library capital campaigns.
- b. [2025 Foundation Calendar: Principles & Practices for Nonprofit Excellence](#) recommends at least 6 board meetings per year
- i. Discuss changing from 11 to 8 board meetings per year, meetings would remain on the last Friday of the month, starting at 8:30 a.m.
    1. Proposed 2025 Board Meetings: January, February, April, June, August, September, October, and December
      - a. Will change the last meeting to November/December, so this meeting can take into account the timing of Thanksgiving.

Stillwater Public Library Foundation is a 501(c)(3) nonprofit organization.

**Our Mission: To engage the community and its resources to expand the reach and impact of the Stillwater Public Library.**



[www.stillwaterlibraryfoundation.org](http://www.stillwaterlibraryfoundation.org)  
224 Third Street North|Stillwater MN 55082  
651-504-2350|[spfl@stillwaterlibraryfoundation.org](mailto:spfl@stillwaterlibraryfoundation.org)

**Other**

Ribbon Cutting at Eckberg Lammers is Tuesday, October 8.

**8. Adjourn - 9:44 a.m.**

**\*Virtual Link: SPLF Board Meeting:** On calendar invitation



# Friends of the Stillwater Public Library

Sept. 9, 2024 | 6:30pm CT | Meeting location: Conference Room -Stillwater Public Library

Meeting	Friends of the Library
Meeting called by	Mary Ann Sandeen
Facilitator	Mary Ann Sandeen
Secretary	Tracy Salvati

**Attendees:**  
 Mary Ann Sandeen, Jan Kilkelly,  
 Tracy Salvati, Mark Troendle,  
 Annette Look, (Foundation), Kathy  
 Black, Karah Hullander, Laurie  
 Burns

## Agenda

**Friends of the Stillwater Public Library Agenda**  
**Monday, Sept. 9, 2024 at 6:30 pm**  
**Conference Room**

1. Call meeting to order: Mary Ann Sandeen
2. Secretary's Report: Tracy Salvati
3. Financial Report: Jan Kilkelly
4. Membership Report: Mary Ann Sandeen
5. Other:
6. Update: Mark Troendle
7. Adjourn: All

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### Meeting called to order by Mary Ann Sandeen

- Tracy distributed the minutes from Monday, May 13, 2024 for review
  - Minutes approved

### Treasurer's report Jan Kilkelly

**5/1/2024 – 5/31/2024**

**Opening Balance: \$64,349.03**  
 Total Receipts: \$472.00  
 Total Disbursements: \$1000.00  
 Ending Balance: \$63,821.03

**6/1/2024 – 6/30/2024**

**Opening Balance: \$63,821.03**  
Total Receipts: \$504.00  
Total Disbursements: \$119.98  
Ending Balance: \$64,205.05

**7/1/2024 – 7/31/2024**

**Opening Balance: \$64,205.05**  
Total Receipts: \$480.00  
Total Disbursements: \$4,725.00  
Ending Balance: \$59,975.05

**8/1/2024 – 8/31/2024**

**Opening Balance: \$59,975.05**  
Total Receipts: \$333.00  
Total Disbursements: \$0  
Ending Balance: \$60,308.05

**Membership report Mary Ann Sandeen**

103 memberships

**Topics:**

**MaryAnn Sandeen:**

- Library Foundation 'Volunteer Appreciation' event is on Tues. 9/24 3:00-4:30pm in Margaret River Room
- September is **Library Card Sign up Month**, FRIENDS group has included coupons in the packet for a free book at the Friends of the SPL Booksale.
- Oct. 12 and 13 Stillwater Co-op round up days
- City Council meeting went well. Craig Hanson presented; he does a great job!

**Karah Hullander:** Re: Advocacy committee-Karah attended Summer Tues. downtown all summer. Kara did a great job promoting the SPL, Foundation and Friends of the library. Thank you, Karah!!

**Pat Lockyear:** Thanked Karah Hullander for her great work at the Summer Tues.

**Townie Tuesday:** Lift Bridge event Tues. 9/10 5-9pm. Portion of proceeds go to Library Foundation. We encourage all to attend.

**Annette Look:** Mentioned the Newsletter and an email push sent to library staff and board for 'Townie Tuesday' event noted above supporting Library Foundation and wanted to let all know the SPL Foundation has a fb page.



## **BOOKSALE:**

### **Fall 2024 Book sale:**

- Collection: Sat. Nov. 9<sup>th</sup>, 2024  
Sale Wed. Nov. 13 – Sat. 16 | Clean up Sun. Nov. 17

### **Discussion regarding Spring 2025 Booksale**

- Collection: April 5, 2025  
Sale April 9-12 | Cleanup on Sun. April 13

### **Discussion FALL 2025**

- Collection: Saturday Nov.8, 2025  
Booksale Nov. 12 -15 | Clean up Sun. Nov. 16

## **Mark Troendle update:**

AED: Allina program: Heart safe communities. Mark purchased for the library.

The City Administrator has recommended a 2025 budget for the library that matches the amount approved by the library board.

Later this month, the city will send out a fall newsletter to residents, and copies of the library's insert were distributed. One of the new programs being offered are individual Medicare counseling sessions with Senior Linkage Line.

The library is one of the Stillwater Area History Spots project sites. Signs with QR codes are located at each of our three entrances and in the gallery. When you scan the code, you'll see other information and photos about the site you are at.

Meeting Adjourned at 7:00 pm

Next meeting will be on: **Monday, Oct. 14, 2024**

**Friends of the Stillwater Public Library  
2024 Financial Reports**

<b>Period:</b>	<u>9/1/24 - 9/30/2024</u>	<u>Year-to-Date 9/30/2024</u>
Opening Balance	\$60,308.05	\$ 68,602.34
<b>Receipts:</b>		
Memberships		\$ 3,380.00
Donations		\$ 2,535.46
Ongoing Book Sales	\$361.00	\$ 3,348.50
Semi-Annual Book Sales		\$ 5,322.00
Scanner Fees		\$ 175.00
Book Bag Sales		\$ 90.00
<b>Total Receipts</b>	<b>\$361.00</b>	<b>\$ 14,850.96</b>
<b>Disbursements:</b>		
Grants to Library		\$ 19,725.00
Sponsorships		\$ 1,500.00
Memberships		\$ 35.00
Postage		\$ 121.00
Printing & Supplies		\$ 227.25
Sales Tax		\$ 1,176.00
Fees		\$ -
Misc.		\$ -
<b>Total Disbursements</b>	<b>\$0.00</b>	<b>\$ 22,784.25</b>
<b>Ending Balance</b>	<b>\$60,669.05</b>	<b>\$ 60,669.05</b>

***Outstanding Grants Due to Library:***

Book Sale Nov. 2021

Book Sale Nov. 2022

Book Sale Nov. 2023

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\$0.00

***Other:***

Book Sale Apr. 2018

Book Sale Apr. 2019

Book Sale Apr. 2021

Book Sale Apr. 2022

Book Sale Apr. 2023

\$562.92

\$500.00

\$4,475.00

\$5,128.00

\$5,322.00

\$15,987.92

# Stillwater Public Library 2024 Calendar

<p><b>January</b>  1: Library Closed, New Year’s Day  9: Trustee Meeting, 5:30 pm  15: Library Closed, MLK Day  26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Board passes ratification of wages prepared by Director (if needed)</li> <li>• Annual Meeting</li> </ul>	<p><b>February</b>  13: Trustee Meeting, 5:30 pm  19: Library Closed, Presidents’ Day  23: SPLF Board Meeting, 8:30 am</p>	<p><b>March</b>  11: Friends Meeting, 6:30 pm  12: Trustee Meeting, 5:30 pm  12: Presentation at Stillwater Township, 7:00 pm  22: SPLF Board Meeting, 8:30 am  31: Library Closed, Easter</p> <ul style="list-style-type: none"> <li>• Director evaluation: 6-month progress check</li> </ul>
<p><b>April</b>  1: Annual Report to State Due  7-13: National Library Week  8: Friends Meeting, 6:30 pm  9: Trustee Meeting, 5:30 pm  24-27: Friends Used Book Sale  26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Annual report data to board</li> <li>• Facilities 101</li> </ul>	<p><b>May</b>  8: Boards &amp; Commissions Training, 6 pm  13: Friends Meeting, 6:30 pm  14: Trustee Meeting, 5:30 pm  21: Presentation to City Council, 7 pm  24: SPLF Board Meeting, 8:30 am  26: Library Closed Sundays in Summer  27: Library Closed, Memorial Day</p> <ul style="list-style-type: none"> <li>• Begin 2025 budget prep</li> <li>• Advocacy update</li> <li>• Present value/impact of library at council meeting</li> </ul>	<p><b>June</b>  11: Trustee Board Meeting, 5:30 pm  19: Library Closed, Juneteenth  28: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• 2025 budget discussions</li> <li>• Finance 101</li> </ul>
<p><b>July</b>  4: Library Closed, Independence Day  9: Trustee Meeting, 5:30 pm  26: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• 2025 operating budget due and 2025-2029 CIP due</li> </ul>	<p><b>August</b>  6: Trustee Meeting, 5:30 pm  7: Presentation to City Council, 4:30 pm  23: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• City budget hearing</li> <li>• Discuss library’s budget at council workshop session</li> <li>• Appoint interview committee for year-end board vacancies (annual) and nominating committee for officer positions (every other year)</li> </ul>	<p><b>September</b>  2: Library Closed, Labor Day  8: Sunday Hours Resume  9: Friends Meeting, 6:30 pm  10: Townie Tuesday, 5-7:30 pm  10: Trustee Meeting, 5:30 pm  27: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Council budget changes; Levy adopted</li> <li>• Director evaluation: annual review</li> <li>• Request health insurance info</li> <li>• Negotiate labor contract with union if due (Executive Committee)</li> </ul>
<p><b>October</b>  8: Trustee Meeting, 5:30 pm  14: Friends Meeting, 6:30 pm  14: Library Closed Until 2 PM for Staff Training Day  25: SPLF Board Meeting, 8:30 am</p> <ul style="list-style-type: none"> <li>• Implement board self-assessment survey every 2-3 years (last done in 2021)</li> </ul>	<p><b>November</b>  TBD: Friends Meeting, 6:30 pm  11: Library Closed, Veterans Day  12: Trustee Meeting, 5:30 pm  13-16: Friends Used Book Sale  28: Library Closed, Thanksgiving Day</p> <ul style="list-style-type: none"> <li>• Report on self-assessment results</li> <li>• Adopt holidays for succeeding year</li> </ul>	<p><b>December</b>  6: SPLF Board Meeting, 8:30 am  10: Trustee Meeting, 5:30 pm  24: Library Closed, Christmas Eve  25: Library Closed, Christmas Day  31: Library Closed, New Year’s Eve  31: SPL Board Terms End</p> <ul style="list-style-type: none"> <li>• Succeeding year budget adopted by Council</li> <li>• Provide authorization for year-end expenditures if needed</li> <li>• SPL/WCL Contract</li> </ul>

Green: Board • Purple: Friends • Blue: Foundation

# Stillwater

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## Public Library

### 2024 LIBRARY BOARD

The Library Board is organized by City of Stillwater Charter, Chapter 1, Article XIV. Its purpose is to operate and maintain the Stillwater Public Library and the expenditures of all library funds. The Board meets on the 2nd Tuesday of the month at 5:30 PM at the Stillwater Public Library, located at 224 3rd St N in Stillwater, Minnesota.

Members	Term	Ward
Stan Burns	1st Term: Mar 1, 2023 - Dec 31, 2024	3
Steve Ellison	1st Term: Jan 1, 2024 - Dec 31, 2026	1
Craig Hansen Secretary/Treasurer	2nd Term: Jan 1, 2024 - Dec 31, 2026	1
Paula Hemer	3rd Term: Jan 1, 2022 - Dec 31, 2024	3
Pat Lockyear President	3rd Term: Jan 1, 2023 - Dec 31, 2025	2
Bevin O'Brien	1st Term: Jan 1, 2024 - Dec 31, 2026	3
Larry Panciera	1st Term: Jan 1, 2023 - Dec 31, 2025	2
Carrie Simon	1st Term: Jan 1, 2023 - Dec 31, 2025	3
Dana Weigman Vice President	1st Term: Jan 1, 2022 - Dec 31, 2024	4
<i>Council Liaison:</i> Ryan Collins		1
<i>Library Director:</i> Mark Troendle		

**2024 Committee Rosters:**

Executive:	Hansen, Lockyear, Weigman, Troendle
Facilities:	Ellison, Hemer, Lockyear, Troendle
Finance:	Burns, Hansen, Panciera, Weigman, Troendle
Advocacy Committee:	O'Brien, Simon, Keri Goeltl (Staff), Elsbeth Howe (Foundation), Karah Hullander (Friends)

Updated 7/31/2024